

**ANNOUNCEMENT OF POTENTIAL OPENINGS  
FOR NOR CAL CARPENTERS TRAINING (NCCT)  
APPRENTICESHIP INSTRUCTOR**

The Nor Cal Carpenters Training (NCCT) is presently opening the Application Procedure for the Position of **Apprenticeship Instructors**. This process is intended to identify candidates who are qualified to be considered for hire as an Apprenticeship Instructor.

**APPLICATION PROCEDURE:**

Before you consider applying for this position, please review the following "Position Description", "Qualifications & Requirements", and "Additional Desired Abilities". If you believe you would be a good candidate for an Apprenticeship Instructor and you are able to comply with these Qualifications & Requirements, we invite you to apply for the position.

**POSITION DESCRIPTION:** Under the direction of the NCCT Management Staff:

- Utilize the Policies and Practices of the Nor Cal Carpenters Training (NCCT) to instruct Apprentices in an assigned, prescribed curriculum, consisting of manipulative and classroom instruction, using objective-based instructional methods.
- Understand and agree, in writing, to abide by instructional Rules & Regulations of NCCT and NCCT's "Local Educational Agency" (LEA) with jurisdiction.
- Adapt appropriate methods and devices of teaching to meet the needs of Apprentices consistent with prescribed curriculum. Provide and guide Apprentices through all written curriculum materials.
- Maintain, emphasize, and enforce safe working conditions and practices.
- Maintain required attendance and evaluative records of Apprentices and other related instructional support materials as required.
- Respect the right of Apprentices to respond to issues and matters relevant to course material and instructional methods while maintaining control of class direction toward achievement of course goals and objectives.
- Maintain appropriate Apprentice conduct, discipline and proper management of facilities, tools and equipment.
- Maintain and update professional knowledge and skills as a tradesperson and Apprenticeship Instructor.

**QUALIFICATIONS & REQUIREMENTS:**

**Education Qualification**

- You must have a High School Diploma, a GED, or Equivalent.

**Trade Experience Qualification**

You must have seven (7) years within the last ten (10) years (with 1200+ hours per year) of verifiable employment in a UBC Trade as a Journeyman under an appropriate United Brotherhood of Carpenters (UBC) recognized Collective Bargaining Agreement. Four (4) successful years in an approved Joint Labor-Management Carpentry Apprenticeship Program will be accepted in lieu of four (4) years of Journeyman experience.

### **Additional Training Requirement**

- NCCT's Apprenticeship Instructors may be required to attend ongoing Professional Development Training.

### **ADDITIONAL DESIRED ABILITIES:**

- Exceptional Knowledge of the Craft
- Leadership Qualities necessary to Instruct, Motivate and Inspire Apprentices
- Good Verbal Communication and Demonstrative Abilities
- Bilingual Skills
- Teaching Experience
- Apprenticeship Instructor Experience

### **How To Apply:**

Please submit the following four (4) documents.

1. A single (1) page resume (printed on both sides is ok) that includes the following information in this order please:
  - Your contact information. (i.e. Name, UBC Member ID#, Local Union #, Address, Phone #'s, Email Address, etc.)
  - Your Educational background. (i.e. High School through any post-High School Training and/or other Education, including Completion of an Apprenticeship Program)
  - A brief summary highlighting your work history.
2. A current Department of Motor Vehicles (DMV) printout of your driving record. You can get this printout from any DMV office or online for a nominal fee.
3. A signed Certificate of Non-Disqualification per the Employee Retirement Income Security Act, as provided in this announcement.
4. A copy of your recent Northern California Pension Trust Fund statement. This will be used to verify your Trade Experience Qualification requirement.

### **Apprenticeship Instructor Wage Rates & Benefits**

NCCT Carpenter Apprenticeship Instructor wages and benefits are commensurate with NCCRC Carpenters Master Agreement Area 1 Carpenter Wage Rate. Wages are Foreman scale after Completion of a Probationary Period.

### **What You Can Expect Next:**

This is an open-ended job posting and qualified Applicants will be notified via email if a position becomes available within the organization.

**We are only accepting applications via email. Mailed and/or faxed applications will *not* be accepted.**

**Return Application Documents To: Sandra Townsend at [stownsend@ctcnc.org](mailto:stownsend@ctcnc.org)**

**\*\*Please black out social security numbers on any documents submitted. \*\***

**Failure to supply any of the requested documents will forfeit your application.**

Section 411 of the Employee Retirement Income Security Act, 29 U.S.C. Section 1111  
NOTICE AND ACKNOWLEDGEMENT OF EMPLOYMENT/REPRESENTATIVE  
DISQUALIFYING OFFENSES

The Carpenters Training Committee for Northern California is governed by Federal law. Section 411 of the Employee Retirement Income Security Act ("ERISA") prohibits it from Mailed and/or faxed applications will *not* be accepted employing or allowing any individual to serve as a representative, who, within the last 13 years, has been convicted of, or imprisoned for, any of the following offenses:

Robbery, bribery, extortion, embezzlement, fraud, grand larceny, burglary, arson, a felony violation of narcotics laws, murder, rape, kidnaping, perjury, assault with intent to kill, any crime described in section 9(a)(1) of the Investment Company Act of 1940, a violation of any provision of ERISA, a violation of section 302 of the Labor-Management Relations Act of 1947, a violation of chapter 63 of title 18 of the United States Code, a violation of section 874, 1027, 1503, 1505, 1506, 1510, 1951, or 1954 of title 18 of the United States Code, a violation of the Labor-Management Reporting and Disclosure Act of 1959, any felony involving abuse or misuse of a position or employment in a labor organization or employee benefit plan to seek or obtain an illegal gain at the expense of the members or the beneficiaries, or conspiracy to commit or attempt to commit any of the above crimes, or a crime in which any of the above crimes is an element.

In order to be considered for employment with the Carpenters Training Committee for Northern California, the following Certificate of Non-Disqualification must be submitted for further processing of your application.

CERTIFICATE OF NON-DISQUALIFICATION

I, \_\_\_\_\_, hereby acknowledge that I have received and read the above Notice and Acknowledgement of Employment/Representative Disqualifying Offenses, and I hereby certify under penalty of perjury that I have not been convicted of or imprisoned for any of the above disqualifying offenses within the immediate preceding 13 years.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date