



WHERE THE FUTURE BEGINS

JOB ANNOUNCEMENT

DATE: 7/27/2026
POSITION: UBC Pre-Apprenticeship Carpentry Instructor
LOCATION: Gerald R Ford Job Corps Center, 110 Hall Street SE, Grand Rapids, MI 49507
SALARY: \$48.615 per hour plus CBA benefits

DUTIES:

The basic intent of the Carpenter Instructor is to conduct a training program that will provide employability skills and craft training that will lead to employment opportunities for the youth of our nation in the craft of CARPENTRY, with the intent of indenturing into our Union as Apprentices. Work experience and related training shall be divided into approximately 70 percent hands-on and 30 percent related classroom instruction. A 90-day probationary period permits the requirement to become further involved in one's local Union and Apprenticeship, while allowing the UBC National Job Corps Training Fund (UBC-NJCTF) to gauge the teaching/mentoring abilities of a new employee.

REQUIREMENTS:

Applicants should have the skill and knowledge and patience required to teach all phases of the carpentry trade. Applicants should have good communication, time management, organization and supervision skills. Also needed are computer skills to deal with email, records, and reports. Applicants should be able to teach basic construction math and safety. High School Diploma or equivalent required.

The following UBC-sponsored teaching credentials must be attained within 21 months of being hired into an instructor position:

- OSHA 500 Construction Train-the-Trainer
- Scaffold Qualification Train-the-Trainer
- Green Building Awareness Train-the-Trainer
- Instructor Certification Program (ICP):
 - ICP-Curriculum and Literacy development
 - ICP-Adult Education and Training

BASIS OF RATING:

Applicants will be selected based on the qualifications, standings with their local union, and experience they possess that are directly related to the duties of the job. Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, and sexual orientation except where specifically authorized by law, age, policies or disabilities which do not relate to successful performance of the duties of this position. Otherwise, qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

This posting remains valid and open until position is filled.

APPLICATIONS AVAILABLE VIA:

Rejean.Houle@carpenters.org - (989) 737-7031

Scan and email completed application to Rejean.Houle@carpenters.org

UBC NATIONAL JOB CORPS TRAINING FUND

Located at over 70 Job Corps campuses across the country

212 Carpenters Union Way, Las Vegas, NV 89119

APPLICATION FOR EMPLOYMENT

This application for employment with The UBC National Job Corps Training Fund (UBC-NJCTF) is intended to evaluate your qualifications for potential employment and is not a contract. You must complete this application fully and accurately. A resume may be attached but does not substitute for full completion of the application. Additional sheets can be attached if necessary. You may exclude all information indicative of age, race, gender, color, religion, national origin, or disability.

Legal Name _____ UBC Member ID # _____

Address _____
Street/Route City State Zip Code

Telephone _____ ☐ Cell ☐ Home Email _____

Position Applying For _____ Date Available to Start _____ Referred by _____

WORK ELIGIBILITY

1. The UBC-NJCTF hires only U.S. citizens or individuals authorized to work in the United States. Please check whether you can comply with either of these requirements. ☐ Yes ☐ No
2. Have you been convicted of a misdemeanor (other than a traffic violation) or a felony that is still on your record and has not been sealed by order of a court? (*A conviction will not necessarily bar you from employment.*) ☐ Yes ☐ No

Date _____

Location _____

Charge _____

UBC MEMBERSHIP

1. Local union # and address _____
2. Membership/Initiation date _____
3. Did you serve an Apprenticeship? ☐ Yes ☐ No
If yes, what is the location and dates? _____
4. List Journeyman Advancement Courses you have completed _____

EDUCATION

1. High School:

Name and address _____

Did you graduate? ☐ Yes ☐ No Total years completed _____

2. Other (including college, business, trade):

Name and Address	Course or Major	Years Completed	Degree Received
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Special courses (non-carpentry) _____

4. Certification, Licensure (non-carpentry) _____

5. Can you read or speak languages other than English? _____

6. Indicate computer hardware and software proficiencies. Do you have a home computer? ☐ Yes ☐ No

WORK EXPERIENCE

1. List dates and activities for any experience you have working with youth groups.

2. How long have you worked in the carpentry trade? _____

3. How long have you worked in the construction industry? _____

4. Date that you last worked with your carpentry trade tools. _____

5. Rate the type(s) of work you are familiar with. (Rating 1-5: 1 = Least Experience, 5 = Most Experience)

Residential	_____
Commercial	_____
Industrial	_____
Bridge & Dock	_____

6. Name the areas you are certified in _____

7. Explain and give dates for supervisory experience you have had in the following areas:

Foreman _____
Superintendent _____
Self-employed Carpentry _____
Other _____

8. Have you ever taught or instructed others? ☐ Yes ☐ No

If yes, please explain given dates, locations, and topics. _____

9. Please provide any information that you believe would be relevant for us to consider you for employment, such as other work experience, training, activities, accomplishments, etc. *(You may exclude all information indicative of age, race, gender, color, religion, national origin, or disability.)*

10. Starting with your most recent position, describe the roles you have held. You may attach additional pages if needed.

Employer #1:

Employer Name & Address _____

Phone Number _____ Supervisor's Name _____ May we contact? ☐ Yes ☐ No

Employment Dates _____

Starting Position _____ Ending Position _____

Starting Rate _____ Ending Rate _____

Reason for Leaving _____

Describe duties _____

Employer #2:

Employer Name & Address _____

Phone Number _____ Supervisor's Name _____ May we contact? ☐ Yes ☐ No

Employment Dates _____

Starting Position _____ Ending Position _____

Starting Rate _____ Ending Rate _____

Reason for Leaving _____

Describe duties _____

Employer #3:

Employer Name & Address _____

Phone Number _____ Supervisor's Name _____ May we contact? ☐ Yes ☐ No

Employment Dates _____

Starting Position _____ Ending Position _____

Starting Rate _____ Ending Rate _____

Reason for Leaving _____

Describe duties _____

REFERENCES

List three (3) Carpenter references and three (3) former employees or supervisors we may contact. *(no relatives)*

Name and Address	Occupation	Phone Number
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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ACKNOWLEDGMENT

I hereby certify that the information contained in this application is true and complete.

I understand that any misrepresentation, falsification, or omission on this application or other information provided, including a resume, shall be sufficient reason for refusal of employment and discipline up to and including termination of employment if discovered at a later time.

I understand that I am expected to continually upgrade my skills through Continuing Adult Education (CAE), including, but not limited to scaffolding, first aid, CPR, AED, Instructor Certification Program (ICP) courses, computer skills, and OSHA classes as they become necessary for the continuing contract between UBC-NJCTF and the U.S. Department of Labor.

I understand that if I am selected for this position I will be functioning as a Foreman, and as such, will be expected to work beyond the "traditional" working day at times.

I hereby authorize the UBC-NJCTF to investigate all statements contained in this application except as expressly indicated elsewhere in this application. I release the UBC-NJCTF and all providers of information from any and all liability as a result of furnishing or receiving this information.

I understand that employment with the UBC-NJCTF is "at will," meaning it can be terminated for any reason at any time by either party. I further acknowledge that if employed, I will be required to adhere to all policies, rules, and standards of conduct established by the UBC-NJCTF. All conditions of employment may change without prior notice.

I understand there will be a 90-day probationary period in place, which allows the UBC-NJCTF to monitor and gauge the suitability of each employee's skills with the enrollees of the program, and verify a high level of involvement with the nearest Local Union and Union training center.

Subject to applicable law, I agree that if I am offered employment, it will be contingent upon the results of a criminal background check and a drug screening for substance abuse, both of which may disqualify me or lead to termination of employment. Any employment offers will also be contingent upon satisfactory reference checks and verification of my authorization to work in the United States.

By my signature below, I hereby certify that I have personally completed this application.

Read the above carefully and sign and date this application.

Signature _____ Date _____