

# ALASKA CARPENTERS TRAINING TRUST

Application for the Position of Training Director



PLEASE COMPLETE ALL FIELDS. MISSING OR INCOMPLETE INFORMATION MAY CAUSE A DELAY IN THE PROCESSING OF YOUR APPLICATION  
SECTIONS AND/OR FIELDS MARKED WITH AN ASTERISK (\*) ARE REQUIRED

APPLICANT INFORMATION							
*Last Name		*First		*M.I.		*Date	
*Address				*Apartment/Unit #			
*City			*State		*Zip		
*Phone			*E-mail Address				
*Date Available			*Local Union		*UBC #		
*If hired, can you submit documentation verifying your identity and your legal right to work in the U.S.?						YES <input type="checkbox"/>	NO <input type="checkbox"/>
*Will you now, or in the future, require sponsorship for employment Visa status (e.g., H-1B, visa status)?						YES <input type="checkbox"/>	NO <input type="checkbox"/>
* Are you able to perform the essential functions of this job with or without reasonable accommodation?						YES <input type="checkbox"/>	NO <input type="checkbox"/>
*Do you have a valid, state issued license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	*License #			*Exp. Date:	
*Have you ever worked for the Council?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	*If so, when?				

BACKGROUND & CRIMINAL HISTORY DISCLOSURE		
*1. Are you willing to consent to a criminal background & driving record review if offered employment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
*2. Have you been convicted of a misdemeanor in the last 10 years (excluding minor traffic infractions)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
*3. Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<p>If you answered YES to question # 2 or 3, please provide detail into the convictions below. Criminal convictions are not automatic disqualifiers for employment and each applicant's background will be reviewed on a case by case basis.</p>		

EDUCATION				
*Did you complete HS or obtain a GED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Graduation Date:	
Did you attend a college and/or university?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Graduation Date:	
Indicate your level of college completed:	Some College <input type="checkbox"/>	Associates <input type="checkbox"/>	Bachelors <input type="checkbox"/>	Masters <input type="checkbox"/> PHD <input type="checkbox"/>
College/University:			City & State:	
Trade School:			City & State:	
Apprenticeship Program:			City & State:	

EEOC INFORMATION				
<i>The information requested below is completely voluntary and optional. Applicants are not required to complete this section</i>				
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Prefer Not to Identify <input type="checkbox"/>	
Race:	Caucasian / White <input type="checkbox"/>	African-American <input type="checkbox"/>	Hispanic / Latino <input type="checkbox"/>	Asian / Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/> Not Identify <input type="checkbox"/>

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<b>* EMPLOYMENT HISTORY</b>						
Company					Phone	
City & State					Supervisor	
Job Title					Ending Salary	
Main Duties						
From		To		Reason for Leaving		
May we contact this employer?					YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company					Phone	
City & State					Supervisor	
Job Title					Ending Salary	
Main Duties						
From		To		Reason for Leaving		
May we contact this employer?					YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company					Phone	
City & State					Supervisor	
Job Title					Ending Salary	
Main Duties						
From		To		Reason for Leaving		
May we contact this employer?					YES <input type="checkbox"/>	NO <input type="checkbox"/>

<b>MILITARY SERVICE</b>		
Branch	From	To
Rank at Discharge	Type of Discharge	

<b>*DISCLAIMER AND SIGNATURE</b>	
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p>	
Signature	Date

PLEASE CONTINUE WITH APPLICATION AND COMPLETE SUPPLEMENTAL QUESTIONNAIRE

**SUPPLEMENTAL QUESTIONNAIRE**

* UNION AFFILIATION		
1. How did you learn the trade?		
<input type="checkbox"/> Trade School <input type="checkbox"/> Military <input type="checkbox"/> Apprenticeship <input type="checkbox"/> On the Job <input type="checkbox"/> Other		
2. How long have you been a member of the United Brotherhood of Carpenters?		
3. Have you ever been elected to any position within your local union?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, list position & terms:		
4. Have you ever served on any committees at your current local union?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, list committees:		
5. Have you ever participated in a union demonstration (pickets, handbills, etc.)		YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, when & for what?		
6. Have you ever worked as a Foreman or a Superintendent?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, what was the largest number of people you supervised?		
7. Do you have any relatives who are currently employed with the Council?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please list:		

* SKILLS & ABILITIES		
1. Please indicate which software you are comfortable using:		
Microsoft Word <input type="checkbox"/> Microsoft Power Point <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Google Mail <input type="checkbox"/> Internet Explorer <input type="checkbox"/> None <input type="checkbox"/>		
2. Please indicate which office machines and devices you are skilled in using:		
Laptop/PC <input type="checkbox"/> Copier/Scanner <input type="checkbox"/> Multi-Line Phone <input type="checkbox"/> iPad/Tablet <input type="checkbox"/> Cell Phone / Smart Phones <input type="checkbox"/>		
3. Have you ever worked in an office environment?		YES <input type="checkbox"/> NO <input type="checkbox"/>
4. This job will require some travel. Are you able to travel for work as needed?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If no, please explain:		
5. Do you speak, read, & write any other languages outside of English?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please list:		
6. Have you ever done any public speaking?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, what is the largest group (in number) that you have presented to?		
7. Have you ever coordinated large scale meetings, rallies, or group activities?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, for whom:		

PLEASE CONTINUE WITH APPLICATION AND COMPLETE APPLICANT ESSAY

## APPLICANT ESSAY

**\* PLEASE ANSWER ALL QUESTIONS TO THE BEST OF YOUR ABILITY**

**1. Describe any duties or responsibilities you currently perform in your current position (or most current position) and how those relate to you becoming successful as a Training Director with the Alaska Carpenters Training Trust?**

**2. Describe your training background. (If any)?**

**3. Please list any community or social groups you are currently involved in and in what capacity?**

**4. Describe any personal and/or family related responsibilities that could possibly limit or affect you from being able to fully perform the functions of this position which may include early or late shifts and traveling on nights and/or weekends?**

5. Please explain how the Council and our membership would benefit from having you as a Training Director?

6. Is there any additional information that you would like to provide that you feel would assist us in considering your application?

7. Have you been involved in the preparation of an annual budget or any business finances? Please list examples.

8. Please provide any management experience that you have in overseeing a business facility or facilities in multiple locations?

9. Please list the companies you have operated and in what capacity did you serve? List any business management experience that you have.

10. Have you ever written or been involved in the writing of a State, Federal or private grant? Please list examples.

11. Do you have any experience with business insurance policies and their purchase and renewal?

12. What experience do you have in the hiring and scheduling of personnel?

PLEASE CONTINUE WITH APPLICATION AND COMPLETE THE SKILLS SURVEY

## SKILLS SURVEY

**\* PLEASE ANSWER ALL QUESTIONS TO THE BEST OF YOUR ABILITY**

Please indicate which carpentry skills you have performed out in the field during your career

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Acoustical            | <input type="checkbox"/> Shipwright     | <input type="checkbox"/> Finish Carpentry      | <input type="checkbox"/> Demountable Partitions |
| <input type="checkbox"/> Taping & Painting     | <input type="checkbox"/> Marine         | <input type="checkbox"/> Cabinets              | <input type="checkbox"/> Clean Room             |
| <input type="checkbox"/> Drywall               | <input type="checkbox"/> Pile driving   | <input type="checkbox"/> Millwork Installation | <input type="checkbox"/> Commercial Fixtures    |
| <input type="checkbox"/> Lath / Plaster / EIFS | <input type="checkbox"/> Concrete       | <input type="checkbox"/> Doors & Hardware      | <input type="checkbox"/> Tradeshow              |
| <input type="checkbox"/> Insulation            | <input type="checkbox"/> Forms          | <input type="checkbox"/> Flooring              | <input type="checkbox"/> General Foreman        |
| <input type="checkbox"/> Metal Stud            | <input type="checkbox"/> Shoring        | <input type="checkbox"/> Structural Steel      | <input type="checkbox"/> Other _____            |
| <input type="checkbox"/> Siding                | <input type="checkbox"/> Abatement      | <input type="checkbox"/> Millwright            |   |
| <input type="checkbox"/> Metal Frame           | <input type="checkbox"/> Bridges        | <input type="checkbox"/> Welding (Metal Stud)  |   |
| <input type="checkbox"/> Scaffold              | <input type="checkbox"/> Roof Structure | <input type="checkbox"/> Welding (Structural)  |   |
| <input type="checkbox"/> Wood Frame            |   |  |   |
| <input type="checkbox"/> Roofing               |   |  |   |

**SEND COMPLETED APPLICATION ALONG WITH ANY ADDITIONAL MATERIALS YOU FEEL WILL ASSIST YOU IN THE EMPLOYMENT PROCESS TO ALASKA CARPENTERS TRAINING TRUST AT THE E-MAIL ADDRESS PROVIDED BELOW.**

**Email:** [aktrainingtrust@nwcarpenters.org](mailto:aktrainingtrust@nwcarpenters.org)