**Traditional Trades**

* **Industry:** General Carpentry
* **Target employee:** Culturally Diverse/ ESL
* **Tone of voice:** Informal

**How to use this template:**

* Areas highlighted in **red** are customisable fields – enter the finer details of your available position or choose the suggested options that best represent your specific needs.
* Remember that including examples of who you are and what you do in the form of video links, images or links to online workplace policies/ samples of your work is an effective and valuable way to personalise your business and attract the candidate you wish to employ.
* **Refer to our Best Practice Job Ad Tips for** [**specific advice here**](https://skillsroad.com.au/content/dam/nswbc/skillsroad/employer-pages/employer-job-ad-templates/best-practice-tips-attracting-culturally-diverse-employees.pdf)**.**

**Position available: ENTER POSITION HERE**

**COMPANY DESCRIPTION**

Welcome to your new team!

Are you looking for an opportunity to grow in the field of [insert details]?

[Insert company name] is a great choice. We supply the community of [insert area here] with a range of carpentry services, such as [insert examples here].

We are a family oriented/ growing/ well-established business with a culturally diverse workforce.

We are proud of the work we do, and even prouder of our team, which is why we help our employees with on-the-job training and support to grow in their role.

We’re proud of the following projects:

* The reflooring of xxxx
* The award-winning creation and building of xxx

This is an entry-level apprentice role based in [area here] and is the perfect opportunity to start working towards your long-term career goals.

[ADD A COMPANY VIDEO HERE, OR LINKS TO PRESS/ COMPANY POLICIES YOU’D LIKE TO DISPLAY]

**ROLE SUMMARY**

We’re looking for an entry-level apprentice in Carpentry and Joinery to:

* Grow with us, learning your trade from the ground up
* Work with a team to complete [insert field here] projects on site
* Handle carpentry materials, tools and equipment
* Work safely at heights
* Read and interpret plans and specifications
* Plan and organise work
* Take part in regular team meetings
* Identify and fix problems as needed
* Carry out general demolition of minor building structures
* Carry out setting out
* Carry out levelling operations
* Work effectively and sustainably in the construction industry
* Plan and organise work
* Communicate with your team
* Carry out measurements and calculations
* Carry out excavation
* Use explosive power tools
* Erect and dismantle restricted height scaffolding
* Carry out concreting to simple forms
* Apply OHS requirements, policies and procedures in the construction industry
* Install flooring systems
* Construct wall frames
* Construct ceiling frames
* Erect roof trusses
* Construct pitched roofs
* Construct eaves
* Install and replace windows and doors
* Construct timber external stairs
* Construct bulkheads
* Install lining, panelling and moulding

**ABOUT YOU**

Each member of our team is picked for their unique skills and what they bring to the workplace. We are willing to work with our chosen job applicant to help them develop and grow in their new role.

You must have a basic understanding of English (reading, writing, speaking) for this role, but we are willing to help the right applicant to find language support to get better at communicating if needed. A valid Australian Working Visa is required, as is a valid driver’s license and your own transport.

If the role sounds right for you, please apply.

**ESSENTIAL SKILLS**

We need you to:

* Be enthusiastic about your trade
* Be willing and motivated to learn
* Have practical experience in [add required experience]
* Enjoy working with a team
* Take part during meetings with team members
* Be safety conscious
* Be reliable and punctual
* Have experience in [insert any projects or specific tasks which experience is needed in here]
* Have experience in a similar role
* Have a Certificate in xxxxxx
* Have a Diploma in xxxx
* Have xxx years’ experience
* Must commit to a [insert trade here] apprenticeship/ traineeship of [insert duration here]
* Willing to learn on-the-job
* Good/ basic/ adequate English written/ verbal/ reading/ communication skills
* A valid driver’s licence and/or own transport
* A reliable source of transport
* Have accreditation in xxxx
* Understand, be aware of and maintain safety procedures
* Your own [insert desired tools here] tools
* Physically able to complete manual tasks such as [insert examples of likely tasks here]

**DESIRED SKILLS**

We’d like you to:

* Be friendly
* Be reliable and arrive for work on time
* Work well in a team
* Have a positive attitude
* Manage your time well
* Be adaptable
* Be able to work without supervision
* Have a positive attitude
* Be professional
* Enjoy learning
* Be comfortable working in a multi-cultural environment
* Be honest and hardworking
* Be able to take the lead and get the job done
* Be able to identify and fix problems
* Communicate clearly with team members, supervisors and clients
* Be comfortable leading teams
* Be willing to learn new job skills
* Want to grow in [industry/ trade here] role
* Be willing to complete an apprenticeship
* Be willing to complete a traineeship
* Be interested in a career in [insert field here]

**BENEFITS**

A great team is what makes [insert business name] work well. We know that your talent and skills add value to our business, which is why we offer a range of job benefits:

* Regular team meetings where you can make suggestions or talk about challenges
* Mentorship and training opportunities to help you develop in your job
* Flexible work hours where needed
* Access to support services such as [insert internal support offerings or programs]
* Staff development plans that focus on developing your skills
* Structured, paid-for opportunities to learn and grow in your career
* A safe, supportive work environment
* On-the-job training
* Skills and VET training options
* A good salary package that includes [insert details here]
* Fair wages that include [insert details here]
* Easy access to public transport hubs, including [insert details here]
* Access to company transport vehicle
* Maternity/ paternity leave
* Sick leave
* Annual leave
* Carer's leave
* A focus on a healthy work/life balance
* Access to fitness programs
* Access to company health programs
* Access to mental health support services
* Working site is close to public transport
* Clean and safe working environment
* Opportunities to earn extra money through bonuses
* We supply you with a van/ tools/ safety gear, equipment/ uniform/ phone/ device/ laptop for work use
* Long-term career prospects

**INTERNAL CULTURE**

At [company name here], we value our diverse team and want them to feel supported and safe to do well in their work. That is why we work towards:

* Pay equity
* A sustainable, green workplace, because we care about our people and our planet
* Giving back to the community by supporting causes such as xxxx
* Improving education in our community by [insert info here]
* Empowering women by [insert info here]
* Empowering Indigenous Australians by [insert info here]
* Following ethical business practices such as [insert info here]

We do not tolerate any discrimination, harassment or bullying on the grounds of gender, sexual orientation, language, race, colour, age, cultural background, religion or physical or mental disability. Our workplace is a respectful, supportive environment for all our team members.

We’re open and transparent about who we are and encourage conversations on issues that affect our employees. When you become part of our team, you become part of our family.

Read more about our policies here.

Feel like this is the job for you? Apply now/ Send your resumé and cover letter to xxxx by close of business on 23 December.