

APPLICATION INFORMATION

Thank you for your interest in ACFC West, Local 2020 CEP.

Please read this entire letter before sending your required application material and administration fee. Anyone planning to work in the film industry should have the ability to relate to others, be a team player, and be very flexible. An overall understanding of how departments relate to each other and a basic knowledge of the industry will also determine acceptance into the union.

REQUIREMENTS

- ✓ Completion of a recognized **Film Industry Orientation** course is required. Include photocopy of certificate. Offered at Capilano College at 604-984-4901 or www.capcollege.bc.ca as well as other post-secondary institutions.
- ✓ **WHMIS** Certificate (Workplace Hazardous Materials Information System). Include photocopy of certificate. Contact SHAPE at 604-733-4682 or www.shape.bc.ca as well as other recognized providers.
- ✓ **30 verifiable days worked on professional made for television productions or feature films**, (may vary in some departments) **IN THE POSITION YOU ARE APPLYING FOR.**
- ✓ Completed application in the department you are applying for.
- ✓ Signed Bargaining Authorization - form attached.
- ✓ Current resume **detailing the number of days worked on set.** Please see attached sample resume.
- ✓ Non-refundable application fee of \$85 payable by cash, cheque or money order. Application fee for a second department is \$25. You may apply for a MAXIMUM of two departments.

For more information, please visit our website at www.acfcwest.com. You can also e-mail applications@acfcwest.com or call **604-299-ACFC (2232)**, extension #570. Applications can be mailed or dropped off to the address below.

The \$85 fee is **NOT** a guarantee that you will be accepted as a member. Your application will be reviewed once all criteria are met. Should your application not be approved, you will be able to request re-application in the same department at a later date without charge.

Applications are submitted to the Council at any Council meeting (usually once per month). You will be informed in writing or by phone after your application has been reviewed.

RETAIN THIS COPY FOR YOUR RECORDS



ART DEPARTMENT CRITERIA

1. Minimum 30 days work experience on film set. Theatre and stage work may count towards this, but at least 10 days must reflect experience on 35mm film productions.
2. Resume should reflect the types of skills required with art school, theatre and similar backgrounds.
3. A portfolio displaying a useful range of skills such as drafting, drawing, rendering, modelmaking and so on. This portfolio will be kept in the office for reference by producers.
4. Job categories include:
 - Production Designer
 - Art Director
 - Assistant Art Director
 - Draftsperson
 - Graphics Illustration
 - Storyboard
 - Art Department Coordinator
 - Art Department Assistant
5. Good interpersonal skills and a willingness to work for the good of the production as a whole are very necessary and will be considered in qualifying membership.
6. Recommendations from fellow film unit workers will be considered in upgrading membership.

ART DEPARTMENT EVALUATION

The following is a list of skills and abilities. This, in addition to your resume and portfolios, will help to assess members and give potential employers an overall picture of each individual. Please indicate your aptitude as follows:

	FAIR	GOOD	VERY GOOD
DRAFTING a) Orthographic – Plans, Elevations, Working Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Isometric and Axonometric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Projection Perspective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SET CONSTRUCTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARCHITECTURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPUTER ASSISTED DRAFTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RENDERING & ILLUSTRATION - Comprehensive Rough Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STORYBOARDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANIMATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FREEHAND DRAWING & PAINTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AIRBRUSH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCENIC PAINTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MODEL MAKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCULPTURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROP MAKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRAPHICS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REPROGRAPHICS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SILKSCREEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHOTOGRAPHY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESEARCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERIOD STYLES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERIOR DESIGN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCATION SCOUTING & SURVEYING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCRIPT ANALYSIS / BREAKDOWN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMINISTRATION a) Scheduling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Budgeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Personnel Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Supervising: I. Less than 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. More than 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. More than 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRIVERS LICENCE	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

BARGAINING AUTHORIZATION

Name : _____

PLEASE PRINT CLEARLY

"In applying for a membership I understand that the union intends to apply to be certified as my exclusive bargaining agent and to represent me in collective bargaining."

Dated this _____ day of _____, _____
DAY MONTH (Please Spell) YEAR

Signature: _____



SAMPLE RESUME

SUSIE DRIVEWELL

DRIVER – TRANSPORTATION DEPARTMENT

License: Class 6 and 1 w/Air Endorsement; 2001 Hair License #: 98765; W.H.M.I.S; Set Etiquette; Transportation of Dangerous Goods Certificate; Occupational First Aid Level I

SPECIAL ATTRIBUTES

High Rigging & Cable 1000 to 2000 ft; 3 years at Emily Carr Craft Service School; Microsoft Word & Excel

FEATURES

Little Lies Feb/08	Big Lie Production 10 Days	PM: John Doe Coordinator
Superman Dec/07	Superduper Shows 2 Days	PM: Jane Dodo Coordinator
Mr. T. Rules June/07	Mr. T. TV 30 Days	Coordinator: Mrs. T. Special Equipment Driver
Mrs. T. Rules Oct/06	Mrs. T. TV 1 Day	PM: Grandad Doe Coordinator

MOWS

Sun City Jan/08	Sunshine Studios 30 Days	Coordinator: Mr. Sunshine Driver
Cat & Dog Oct/07	Bob Barker Productions 4 Days	Coordinator: Miss Meow Special Equipment Driver
Madison Aug/07	Mad Dog Productions 20 Days	PM: Jonathan Jones Coordinator

TELEVISION SERIES

X-Filez Nov/08	Rainy Day Productions 10 Days	Coordinator: David Duke-Ovny Driver
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AWARDS

Journeyman High Rigger with Safety Ticket; I.C.S. Motor Racing 1st Place; The Annual Peggy Bundy Award for Excellence in Hair and Makeup

REFERENCES

Marsha Brady	Producer/Actor	(604) 456-7890
Hil Clinton	White House Administrator	(818) 240-2440
Don Johnson	Transport Coordinator	(505) 666-6969