

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



CONTINUITY APPLICATION

SCRIPT SUPERVISOR

NAME: _____

ADDRESS: _____

ADDRESS: _____ POSTAL CODE: _____

PHONE: _____ CELL: _____ FAX: _____

E-MAIL: _____

I consent using the information in this application for the purpose of representing me as set out in the CEP Privacy Policy.

I do this _____ day of _____, _____ hereby make application for
DAY MONTH (Please Spell) YEAR

Membership in ACFC West, Local 2020 CEP. I do further agree that I will accept and fully observe the Constitution and By-Laws of ACFC West now in force or hereafter adopted.

A one time \$85 **Non-Refundable Administration Fee**, payable by cash, cheque, or money order must be submitted with your department application (including additional criteria), Bargaining Authorization, proof of WHMIS, Film Orientation Course, and resume.

CASH CHEQUE #: _____

MONEY ORDER RECEIPT #: _____

SIGNATURE: _____

WITNESS: _____



CONTINUITY DEPARTMENT CRITERIA

1. Minimum 30 days work experience on film set.
2. Resume should show work as a continuity supervisor on at least one feature. In addition, work on shorts, documentaries or commercials will be considered.
3. 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.
4. Samples of work may be required for evaluation.
5. If a member cannot be found for a production, a PERMITTEE may be used and can accumulate experience towards full membership.
6. 3 Signatures of Recommendations from fellow film unit workers will be considered in upgrading membership.

CONTINUITY EVALUATION

EXPERIENCE:

- | | | |
|--------------------------------------|-------------------------------|--|
| <input type="checkbox"/> Feature | <input type="checkbox"/> 16mm | <input type="checkbox"/> Short Films |
| <input type="checkbox"/> TV Series | <input type="checkbox"/> 35mm | <input type="checkbox"/> Dramas |
| <input type="checkbox"/> TV (live) | <input type="checkbox"/> 16mm | <input type="checkbox"/> Instructional Films |
| <input type="checkbox"/> TV (video) | <input type="checkbox"/> 35mm | <input type="checkbox"/> Educational Films |
| <input type="checkbox"/> Commercials | | <input type="checkbox"/> Music Videos |
| | | <input type="checkbox"/> Industrials |

Other : _____

Languages: _____

Are you willing to travel for extended periods of time? Yes No

EQUIPMENT OWNED:

TYPEWRITER
POLAROID CAMERA
STOPWATCH
OTHER: _____

CREDITS

Dates Worked	Type (Feature, MOW)	Name of Production	Position Held	Supervisor/Key

REFERENCES:

Name	Department	Contact Information (phone, e-mail)

TRAINING: (basic background or courses taken) _____

RELATED EXPERIENCE:

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