

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



PRODUCTION OFFICE EVALUATION

(List most recent credits first)

PRODUCTION COMPANY NAME OF PRODUCTION POSITION DURATION

SPECIAL QUALIFICATIONS

ARE YOU FAMILIAR WITH:	YES	NO
ACTORS/WRITERS CONTRACTS	<input type="checkbox"/>	<input type="checkbox"/>
CALL SHEETS	<input type="checkbox"/>	<input type="checkbox"/>
CREW/CAST/CONTACT LISTS	<input type="checkbox"/>	<input type="checkbox"/>
SHOOTING SCHEDULES	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCTION REPORTS	<input type="checkbox"/>	<input type="checkbox"/>
IMMIGRATION FORMS/WORK PERMITS	<input type="checkbox"/>	<input type="checkbox"/>
CUSTOMS FORMS/IMPORT-EXPORT	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCTION OFFICE SYSTEMS	<input type="checkbox"/>	<input type="checkbox"/>
PETTY CASH REPORTS	<input type="checkbox"/>	<input type="checkbox"/>
PURCHASE ORDER SYSTEMS	<input type="checkbox"/>	<input type="checkbox"/>
UNION REGULATIONS	<input type="checkbox"/>	<input type="checkbox"/>
SCRIPT REVISIONS	<input type="checkbox"/>	<input type="checkbox"/>
ONE-LINERS	<input type="checkbox"/>	<input type="checkbox"/>
SHOT LISTS	<input type="checkbox"/>	<input type="checkbox"/>
DAY OUT OF DAYS	<input type="checkbox"/>	<input type="checkbox"/>
CASTING REQUIREMENTS	<input type="checkbox"/>	<input type="checkbox"/>
DEAL MEMOS	<input type="checkbox"/>	<input type="checkbox"/>
ACCOMODATION/TRAVEL ARRANGEMENTS	<input type="checkbox"/>	<input type="checkbox"/>
OFFICE SET UP/WRAP	<input type="checkbox"/>	<input type="checkbox"/>
MANAGING OFFICE STAFF	<input type="checkbox"/>	<input type="checkbox"/>
CREWING/DAILY CALLS	<input type="checkbox"/>	<input type="checkbox"/>

DO YOU HAVE ON-THE-JOB EXPERIENCE WITH:

TYPEWRITERS (TYPE) _____

COMPUTERS (TYPE) _____

WHICH WORD PROCESSING PROGRAMS ARE YOU FAMILIAR WITH?

FAX MACHINES _____ PHOTOCOPIERS _____

WHAT IS YOUR TYPING SPEED: _____ WPM

INDICATE THE AMOUNT OF EXPERIENCE EXTENSIVE _____ SOME _____ NONE _____

RELATED EXPERIENCE

FEATURE FILMS: _____

MOWS: _____

SERIES: _____

OTHER: _____

REFERENCES

1. _____

2. _____

3. _____

OTHER

DRIVERS LICENCE: _____

DO YOU OWN A CAR: _____

OFFICE EQUIPMENT OWNED: _____

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