

## APPLICATION INFORMATION

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

**Please read this information 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 **Motion Picture Industry Orientation** course is required. Include photocopy of certificate. Offered at Capilano University at 604-984-4901 or <http://www.capilanou.ca/> as well as other post-secondary institutions.
- ✓ **WHMIS** Certificate (Workplace Hazardous Materials Information System). Include photocopy of certificate. Contact Actsafe at 604-733-4682 or <http://www.actsafe.ca/> as well as other recognized providers.
- ✓ **30 verifiable paid 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 **original** Bargaining Authorization - form attached.
- ✓ Current resume **detailing the number of days worked on film/television productions.** Please see attached sample resume.
- ✓ Non-refundable application fee of \$85 payable by cash, cheque, money order or Mastercard, Visa or debit card. Application fee for a second department is \$25. You may apply for a MAXIMUM of two departments.
- ✓ Some departments/positions have additional requirements.

For more information, please visit our website at [www.acfcwest.com](http://www.acfcwest.com). You can also e-mail [applications@acfcwest.com](mailto: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**

## CATERING APPLICATION

**CHEF**                       **ASSISTANT CHEF**

\*Please mark one

**Applicants must include copy of Food Safe course certificate**   

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

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

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

Membership in ACFC West, Local 2020 Unifor. 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, money order, or Mastercard, Visa or debit, must be submitted with your department application (including additional criteria), original Bargaining Authorization, proof of WHMIS, Motion Picture Industry Orientation Course, and resume.

CASH     CHEQUE #: \_\_\_\_\_

MASTERCARD/VISA/DEBIT CARD                      RECEIPT #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

## CHEF / ASSISTANT CHEF EVALUATION

	EXTENSIVE	SOME	NONE
CATERING EXPERIENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHEF / PREP CHEF EXPERIENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HAVE YOU HAD ANY EXPERIENCE ON FILM/VIDEO/TV PRODUCTIONS?  Yes  No

I. IF YES PLEASE GIVE DETAILS OF YOUR EXPERIENCE:

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II. WRITE A BRIEF JOB-DESCRIPTION OF THE POSITION YOU ARE APPLYING FOR:

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III. DO YOU POSSESS A VALID BC DRIVER LICENCE?  Yes  No

IV. DO YOU POSSESS A LEVEL 1 FIRST AID CERTIFICATE?  Yes  No

V. DO YOU POSSESS A COMPLETE FIRST AID KIT?  Yes  No

VI. HAVE YOU GRADUATED FROM ANY COOKING SCHOOLS?  Yes  No

VII. PLEASE PROVIDE INFORMATION ON CHEF'S TRAINING YOU MAY HAVE RECEIVED:

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VIII. PLEASE LIST ANY FURTHER SKILLS OR INTERESTS THAT MAY BE RELEVANT:

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## **CHEF / ASSISTANT CHEF RESPONSIBILITIES**

- Responsible for preparation, serving, and clean-up of food for the shooting crew and sometimes non-shooting crew as well.
- Responsibilities may include ordering, purchase, pick-up, preparation, and storage of food products.
- May be required to move the mobile catering unit and its support unit from location to location in addition to organizing the catering unit and maintaining the food production / storage area according to Food Safe guidelines.

# 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

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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

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

FEATURES

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<b>Little Lies</b> Feb/14	Big Lie Production 10 Days	PM: John Doe Coordinator
<b>Superman</b> Dec/13	Superduper Shows 2 Days	PM: Jane Dodo Coordinator
<b>Mr. T. Rules</b> June/13	Mr. T. TV 30 Days	Coordinator: Mrs. T. Special Equipment Driver
<b>Mrs. T. Rules</b> Oct/12	Mrs. T. TV 1 Day	PM: Grandad Doe Coordinator

MOWS

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<b>Sun City</b> Jan/14	Sunshine Studios 30 Days	Coordinator: Mr. Sunshine Driver
<b>Cat &amp; Dog</b> Oct/13	Bob Barker Productions 4 Days	Coordinator: Miss Meow Special Equipment Driver
<b>Madison</b> Aug/13	Mad Dog Productions 20 Days	PM: Jonathan Jones Coordinator

TELEVISION SERIES

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<b>X-Filez</b> Nov/13	Rainy Day Productions 10 Days	Coordinator: David Duke-Ovny Driver
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AWARDS

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

REFERENCES

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