

## 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**

## **MAKE-UP APPLICATION**

**MAKE-UP ARTIST**    **ASSISTANT MAKE-UP**    **2ND ASSISTANT MAKE-UP**

\*Please mark one

You will be required, by appointment at the ACFC West office, to **complete a test** to be attached with the application form, resume and administration fee.

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: \_\_\_\_\_

## **MAKE-UP DEPARTMENT MINIMUM KIT REQUIREMENTS**

(For Applicant Reference Only)

### **EQUIPMENT & MATERIALS**

- Disposable Razors  Cotton Swabs  Cotton Balls  Stipple Sponges (Fine & Coarse)
- Latex Sponges  Tissues  Emery Boards  Red Rubber Sponge
- Toupee Tape  Sea Sponge  Powder Puffs  Orangewood Sticks

### **PRODUCTS**

- Dark Loose Powder  Cleansing Lotion  Toner (no Alcohol)
- Isopropyl Alcohol (90-99%)  Eye drops  Plastic Sealer  Glycerine
- Camouflage Crème Colours  Mellow Yellow  Spirit Gum  Collodian (flex/non-flex)
- Beard Stipple Colours  Shaving Foam  Scar Plastic  Hair Whitener
- Duo Surgical Adhesive  Nail Polish Remover  Lip Balm  Styptic Pencil/Powder
- Translucent Powder  Sunburn Stipple  Molding Wax  Brush Cleaner
- Sunscreen (No alcohol)  Foundation Thinner  Adhesive Remover  Beard Cover
- Crepe or Human Hair (asstd.)  Moisturizer

### **FOUNDATIONS**

A good selection of shades for any skin tone. It is recommended to use established professional brands such as William Tuttle, R.C.M.A., Visiora, Kroylan, Joe Blasco or Ben Nye.

- 4 Light Skin Tones  4 African American Skin Shades  4 Basic Skin Shades
- 4 Oriental to Olive  4 Deep Skin Tones  2-4 Shading Colours
- 4 Natural Suntan Shades  2-4 Counter Shading

### **LINER COLOURS**

Basic Colour Wheel colours: red, white, black, maroon, yellow, blue, orange, green, purple. It is recommended to include SPFX Colours such as the BLASCO Death Colours and the Ben Nye bruise or burn colours.

### **BODY MAKE-UP**

Liquid or Cake (approximately 10 shades)

### **CHEEK COLOURS**

A good assortment of colours in cake or moist form. Try to have colours to compliment any skin undertone.

### **LIP COLOURS**

Try to have colours to compliment any possible skin colour/undertone. Some matte, some frost and some specialty colours for period work. A good kit should also contain a selection of lipgloss colours and a good range of lip pencils.

## **EYESHADOWS**

Try to have a range of colours to suit any possible subject. Products should be both matte and pearlized and include dry cake, water applied and crème colours. Eyeliners – (pencil or cake) neutral colours & fashion shades.

## **MASCARA/FALSE LASHES**

Black and Brown mascara in water-proof and water-soluble. Cake mascara is optional. Disposable wands are a good idea. Both strip and individual false lashes, in brown and black. Eyelash adhesive (or Duo Surgical Adhesive).

## **NAIL POLISH**

A selection of polishes; clear, red, pink, neutral and fashion colours.

## **OPTIONAL ITEMS**

Bald caps, two electric razors, colour process blood in various shades, prosthetic foundations (R.M.G.P.), tooth enamel (black and nicotine), FX bloods.

# 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