

APPLICATION INFORMATION

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

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 **Motion Picture Industry Orientation** course is required. Include photocopy of certificate. Offered through ACTSAFE: <https://actsafe.ca>
- ✓ **WHMIS** Certificate (Workplace Hazardous Materials Information System). Include photocopy of certificate. Offered through ACTSAFE as well as other recognized providers.
- ✓ **60 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.
- ✓ Hand-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, money order, debit or credit card, or e-transfer. To pay with e-transfer use: payments@acfcwest.com and provide your name and department on the subject line. Application fee for a 2nd 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 4535. Applications can be mailed via Canada Post or dropped off to our office at: 108 – 3993 Henning Drive, Burnaby, BC V5C 6P7.

The \$85 fee is **NOT** a guarantee that you will be accepted as a Permittee. 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

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 Office

FEATURES

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

MOWS

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

TELEVISION SERIES

X-Filez Nov/13	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