



CONSTRUCTION APPLICATION FORM

IATSE LOCAL 891

International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts
of the United States, its Territories and Canada · British Columbia & Yukon

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

I hereby make application for: (check one)

PERMITTEE STATUS

2ND CATEGORY

SISTER LOCAL

Classification/Position (s) applying for: _____

Name: (please print)

First

Middle

Last

Address: _____

City: _____

Province: _____

Postal Code: _____

Date of Birth (mm/dd/yyyy): _____

Home Phone: _____

Other: _____

Cell: _____

E-mail Address: _____

S.I.N. ____-____-____ (or Copy of Visa/Landed Immigrant Status Included)

LIST UNION & GUILD AFFILIATIONS IN FULL: _____

CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

I acknowledge I have had an opportunity to read the Personal Information Protection Code and Personal Information Protection Chart (available at www.iatse.com and in hard copy upon request). I hereby give my consent to the collection, use and disclosure of my personal information in the manner and for the purposes outlined therein.

AGREEMENT TO ABIDE BY THE IATSE LOCAL 891 HIRING POLICIES AND PROCEDURES

I acknowledge I have had an opportunity to read the IATSE Local 891 Hiring Policies and Procedures. I hereby agree to abide by these policies and procedures in the manner specified and will not accept work within the jurisdiction of IATSE Local 891 without first gaining union authorization by valid work permit and/or record of union dispatch. I understand that Hiring Policies and Procedures are subject to change at the discretion of the Union, but any such changes do not diminish my responsibility to abide by these rules.

BARGAINING AUTHORIZATION

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: _____

Signature _____

Any intentional misrepresentation of your experience will result in an automatic termination of union status. Only days worked under authorized IATSE 891 union work permits or dispatch shall count towards membership in the Local.

Work experience must be verified by copies of employment records such as, but not limited to, work permits, time sheets, pay stubs, letters of reference, etc.

If you have previously applied to this department, please highlight any recently acquired work experience on this application form and on your resume.

<p>FILM & TELEVISION EXPERIENCE:</p> <p>Production Title _____ Date(s) _____ Feature, Television, Video or Commercial? _____ Position/Duties _____ Reference name and phone number: _____</p> <p>Production Title _____ Date(s) _____ Feature, Television, Video or Commercial? _____ Position/Duties _____ Reference name and phone number: _____</p> <p>Production Title _____ Date(s) _____ Feature, Television, Video or Commercial? _____ Position/Duties _____ Reference name and phone number: _____</p> <p>RELATED EXPERIENCE/SPECIAL SKILLS: _____ _____</p> <p>EDUCATION/TRAINING/CERTIFICATES/LICENSES (Include copies): _____ _____</p>
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CONSTRUCTION DEPARTMENT QUALIFICATIONS

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Please take a few moments to read through the following application.

✓**Check the positions qualified for and requesting:**

SCENIC CARPENTER

Should have proof of at least 6 years experience (or Journey person ticket). Should have a background in framing (residential and commercial) and finishing carpentry (wainscoting, crown moulding, cornice work). Should be proficient at building straight/curved stairs, blueprint reading for layout & material cutting lists, and have familiarity with jig design. Millwork experience is an asset.

SCENIC HELPER

Should have proof of 3 years experience or completed a 2 year apprenticeship program. Should have a background in framing (capable of basic layout, 12", 16" o.c.), finishing carpentry (basic baseboard, chair/picture rail, door trim) and should understand different grades of lumber and nominal sizing and be capable of meeting all the qualifications of the Labourer classification. Must have completed a course [that complies with the CSA Standard B335-94] to drive an Industrial Lift Truck (forklift ticket).

LABOURER

Should have proof of experience in construction and be in good physical shape. Duties require organizing and stacking of materials as well as safely and carefully loading/unloading finished sets from trucks. Be responsible for neatly laying out power lines, air lines and power tools, etc., as well as their correct storage and inventory. Must be self-motivated in clearing and cleaning up debris in Construction shop and on sets. Must have completed a course [that complies with the CSA Standard B335-94] to drive an Industrial Lift Truck (forklift ticket) and/or an OFA 1 ticket and /or Foodsafe Certification.

TOOL MAINTENANCE PERSON

To care for, safe-keep and repair all construction tools and equipment as well as such duties designated by the Foreman and/or Coordinator.

CONSTRUCTION BUYER

Duties are to source and purchase all materials as required and such administrative tasks as designated by the Coordinator. Computer skills and knowledge of accounting is mandatory. Film industry experience is an asset.



CONSTRUCTION DEPARTMENT QUALIFICATIONS

SCENIC METAL FABRICATOR

Canadian Welding Bureau (CWB) approved tickets are required. To construct and weld metal scenery under the supervision of the Foreman and/or Construction Coordinator.

SCENIC METAL FABRICATOR'S HELPER

To assist in the layout and weld preparation of metal elements under the supervision of the Fabricator/Lead Fabricator. Should be in good physical shape.

SCULPTOR

Must meet all the requirements of Sculptor's Helper and provide proof of relevant experience and ability through portfolio submission. Must be able to work from blueprints and scale models. Must be familiar with the following materials: plaster(s), expanded polystyrene foams, polyurethane foams – hard & soft, silicone rubber, urethane rubber, fiberglass resins, modeling clays and various mold releases. Should have scissor lift/aerial platform qualification.

SCULPTOR'S HELPER

Must have proof of abilities in three of the following fields: clay-modeling, mould making, carving skills, casting from moulds, fibreglassing and sketching/drawing. Must have proof of industrial/construction/fabrication experience. Must provide and be familiar with required tools and be competent and safe in the use of shop tools. Should be familiar with respiratory protection and personal safety equipment. Should have scissor lift/aerial platform qualification.

MODEL MAKER

In close conjunction with the Art Department under the direct supervision of the Foreman and/or Coordinator to produce and reproduce models at scale to the degree of technical accuracy required.



CONSTRUCTION DEPARTMENT QUALIFICATIONS

REQUIRED TOOL PACKAGES FOR THE VARIOUS TRADES

DO NOT send in this application unless you have the tools and certificates (if required) for the position you are applying.

Required tool package for Scenic Carpenters and Scenic Helpers:

- | | | |
|---|--|--|
| <input type="checkbox"/> Carpenters Pouch | <input type="checkbox"/> Framing Square | <input type="checkbox"/> Tri Square |
| <input type="checkbox"/> Adjustable Bevel | <input type="checkbox"/> Chalk Line | <input type="checkbox"/> Stair Gauges |
| <input type="checkbox"/> Crosscut Saw | <input type="checkbox"/> Coping Saw | <input type="checkbox"/> Two 6" Clamps |
| <input type="checkbox"/> Set of Chisels | <input type="checkbox"/> Nail Punch | <input type="checkbox"/> Uni-Driver |
| <input type="checkbox"/> Framing Hammer | <input type="checkbox"/> Vise Grips | <input type="checkbox"/> Standard Pliers |
| <input type="checkbox"/> Needle Nose pliers | <input type="checkbox"/> Side Cutters | <input type="checkbox"/> Backsaw or equivalent |
| <input type="checkbox"/> Tin Snips | <input type="checkbox"/> Hacksaw | <input type="checkbox"/> 10" Crescent Wrench |
| <input type="checkbox"/> Utility Knife | <input type="checkbox"/> 8" Compass | <input type="checkbox"/> Trammel Points |
| <input type="checkbox"/> Protractor | <input type="checkbox"/> Drill Index | <input type="checkbox"/> Set of Spade Bits |
| <input type="checkbox"/> Plumb Bob Line | <input type="checkbox"/> 24" Level | <input type="checkbox"/> Block Plane |
| <input type="checkbox"/> Cordless Drill & Batteries | <input type="checkbox"/> Counter Bit Set | <input type="checkbox"/> Files and Rasp |
| <input type="checkbox"/> Tape Measures (25' & 100') | <input type="checkbox"/> Socket Set Standard | <input type="checkbox"/> Hand Brush |
| <input type="checkbox"/> Wonder Bar | <input type="checkbox"/> Calculator | |

Required tool package for Labourers:

- | | | |
|---|---|--|
| <input type="checkbox"/> Tape Measures (25' & 100') | <input type="checkbox"/> Framing Hammer | <input type="checkbox"/> Standard Pliers |
| <input type="checkbox"/> Uni-Driver | <input type="checkbox"/> 10" Crescent Wrench | <input type="checkbox"/> Utility Knife |
| <input type="checkbox"/> Gloves | <input type="checkbox"/> Vise Grips | <input type="checkbox"/> Side Cutters |
| <input type="checkbox"/> Hack Saw | <input type="checkbox"/> Cordless Drill & Batteries | <input type="checkbox"/> Wonder Bar |

Required tool package for Tool Maintenance Person:

- | | | |
|--|--|---|
| <input type="checkbox"/> 1/4", 3/8" & 1/2" Socket Sets | <input type="checkbox"/> Socket Driver 1/4" by 3" | <input type="checkbox"/> Allen Keys (standard & metric) |
| <input type="checkbox"/> Jeweler's Set Screwdrivers | <input type="checkbox"/> Torx T10-T30 | <input type="checkbox"/> Security Screwdriver Set |
| <input type="checkbox"/> Assorted Files | <input type="checkbox"/> Side Cutters | <input type="checkbox"/> Air Pressure Gauge |
| <input type="checkbox"/> Hack Saw | <input type="checkbox"/> Impact Gun 3/8" Drive (Air) | <input type="checkbox"/> Air Blower |
| <input type="checkbox"/> Torque Wrench in Lbs. & Ft. Lbs | <input type="checkbox"/> Level 9" & 24" | <input type="checkbox"/> Cordless Drill & Batteries |
| <input type="checkbox"/> Drill Index 1/16" - 1/2" | <input type="checkbox"/> Cold Chisel Set | <input type="checkbox"/> Flash Light |
| <input type="checkbox"/> Multi Meter | <input type="checkbox"/> Wrenches (metric 8mm-19mm) | <input type="checkbox"/> Wrenches (standard 1/4" - 1") |
| <input type="checkbox"/> 10" Adjustable | <input type="checkbox"/> 12" Adjustable | <input type="checkbox"/> Punch Set |
| <input type="checkbox"/> Puller Set | <input type="checkbox"/> Tap & Die Set (metric & standard) | <input type="checkbox"/> Bolt Extractor Set |
| <input type="checkbox"/> Soldering Iron | <input type="checkbox"/> Pick Set | <input type="checkbox"/> Ballpeen Hammer |
| <input type="checkbox"/> Soft Faced Hammer | <input type="checkbox"/> Side Cutter (lg & sm) | <input type="checkbox"/> Wire Strippers |
| <input type="checkbox"/> Needle Nose Pliers | <input type="checkbox"/> Snap Ring Pliers | <input type="checkbox"/> Vice Grips |
| <input type="checkbox"/> Full Set of Screwdrivers (slotted, Phillips, & Robertson) | | |

Tool package continued on next page...



CONSTRUCTION DEPARTMENT QUALIFICATIONS

Required tool package for Metal Fabricator and Metal Fabricator's Helper:

- | | | |
|---|---|---|
| <input type="checkbox"/> Metal Scribb | <input type="checkbox"/> Centre Punch | <input type="checkbox"/> Ballpeen Hammer |
| <input type="checkbox"/> Chipping Hammer | <input type="checkbox"/> Combination Square | <input type="checkbox"/> Framing Square |
| <input type="checkbox"/> Tin Snips | <input type="checkbox"/> Bevel Square | <input type="checkbox"/> Cordless Drill & Batteries |
| <input type="checkbox"/> Drill Index 1/16" to 1/2" | <input type="checkbox"/> Stair Gauges | <input type="checkbox"/> 24" Level |
| <input type="checkbox"/> Chalk Line | <input type="checkbox"/> Trammel Points | <input type="checkbox"/> Compass |
| <input type="checkbox"/> Adjustable Wrench (8" & 10") | <input type="checkbox"/> Soap Stone | <input type="checkbox"/> Tip Cleaners |
| <input type="checkbox"/> Stainless Steel Wire Brush | <input type="checkbox"/> Cutting Glasses | <input type="checkbox"/> Welding Helmet |
| <input type="checkbox"/> Leather Jacket | <input type="checkbox"/> Welding Gloves | <input type="checkbox"/> Vise Grips |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Set Files | |

Required tool package for Sculptor and Sculptor's Helper:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Cordless Drill & Batteries | <input type="checkbox"/> Tape Measure | <input type="checkbox"/> Olfa Knife |
| <input type="checkbox"/> Side Cutters | <input type="checkbox"/> Pliers/Vise Grips | <input type="checkbox"/> Hammer |
| <input type="checkbox"/> Multi Driver Screwdriver | <input type="checkbox"/> Handsaw | <input type="checkbox"/> Dremel Tool |
| <input type="checkbox"/> Caliper and Divider | <input type="checkbox"/> Carving Knives | <input type="checkbox"/> Set of Files |
| <input type="checkbox"/> Set of Sure Form Rasps | <input type="checkbox"/> Chisels | <input type="checkbox"/> Putty Knives |
| <input type="checkbox"/> Hot Glue Gun | <input type="checkbox"/> Heat Gun (recommended) | <input type="checkbox"/> Chalk Line |
| <input type="checkbox"/> Compass | <input type="checkbox"/> Clay Sculpting Tools (loops, spoons, and spatulas) | |

Required tool package for Model Maker:

- | | | |
|--|--|--|
| <input type="checkbox"/> Scale Rulers | <input type="checkbox"/> Metal Ruler | <input type="checkbox"/> Combination Square |
| <input type="checkbox"/> Protractor | <input type="checkbox"/> Slide Caliper (dial or digital) | <input type="checkbox"/> Machinists Squares (2", 4") |
| <input type="checkbox"/> Caliper and Divider | <input type="checkbox"/> Calculator | <input type="checkbox"/> Measuring Tape |
| <input type="checkbox"/> Jeweler's Saw | <input type="checkbox"/> Set Needle Files | <input type="checkbox"/> Flat Files |
| <input type="checkbox"/> Needle Nose Pliers | <input type="checkbox"/> Side Cutters | <input type="checkbox"/> Pallet Knife |
| <input type="checkbox"/> Small Bench Vise | <input type="checkbox"/> Dremel Tool | <input type="checkbox"/> Cordless Drill & Batteries |
| <input type="checkbox"/> Scissors | <input type="checkbox"/> Compass | <input type="checkbox"/> Clamps |
| <input type="checkbox"/> Glue Applicators | <input type="checkbox"/> Utility Knives (Olfa & Exacto) | |

All applicants require the following equipment:

- | | | |
|--|---|---|
| <input type="checkbox"/> Steel toed boots | <input type="checkbox"/> Hardhat | <input type="checkbox"/> Hearing protection |
| <input type="checkbox"/> Eye protection | <input type="checkbox"/> Canister type respirator | <input type="checkbox"/> Full rain gear |
| <input type="checkbox"/> Cold weather protection | <input type="checkbox"/> Valid drivers licence | <input type="checkbox"/> Work gloves |

As you may be required to drive to and from locations you will require business insurance on your vehicle. (Note: vehicles licensed in Alberta or other provinces are not allowed to be used.)

Be sure to clearly indicate which of the above qualifications you possess.

Read all departmental application information before mailing. Please include documentation verifying your work history, training, etc.

Ensure you have included a recent resume, a SASE and letters of reference. Completed applications may be mailed or dropped off in person at the IATSE Local 891 Union Office.



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HIRING POLICIES, PROCEDURES AND GENERAL INFORMATION Pertaining to the Dispatch and Hiring of Non-891 Members

I.A.T.S.E. 891 OFFICE HOURS

(604) 664 - 8910

Monday - Friday 9:00 am - 5:00 pm

Saturday - Closed

Sunday - Closed

DISPATCH HOURS

(604) 664 - 8916

Monday - Friday 7:00 am - 10:30 pm

Saturday 8:30 am - 8:30 pm

Sunday 10:00 am - 10:00 pm

1. Dispatchers usually fill the majority of next day calls in the evening, and ASAP calls are filled the same day. Unfortunately there is not always a lot of notice, so always be ready to go to work. You may want to get a cell phone to ensure we can reach you anytime during Dispatch hours.
2. Your name, phone numbers, and approved classifications will be added to the Permittee Auxiliary Roster used by the IATSE Local 891 Dispatch office. If you move or change your phone number, you must let the Dispatch Office know this in order to receive calls to work.
3. If your address or phone numbers change and you fail to notify us, your name will be removed from the Permittee Auxiliary Roster after 3 months. If you fail to provide the union with a new contact number within 12 month, you will be required to re-apply to the Department, costing you another \$75.00 administrative processing fee.
4. From time to time the Union Office will need to send you information, so please be sure to keep us informed of your correct mailing address. Please call IATSE Local 891 Reception at (604) 664-8910 during regular business hours and advise us of any address or email address changes.
5. It is essential that you keep our Dispatch Office informed regarding your availability. Once you have been dispatched to a show, Dispatch will list you as working and unavailable. When your work is finished, you must call Dispatch and state that you are again available for work. If you fail to notify Dispatch, you will continue to be listed as unavailable. Dispatch won't call unless you have made yourself available.
6. When calling Dispatch in regards to your availability, please remember that Dispatchers are busy and likely have other calls waiting. It is important that you keep your calls short and to the point. All the Dispatcher needs to know is your first and last name, your department, your phone number, and whether or not you are available for work. Please limit your Dispatch conversations and messages to provide this basic information and remember to speak clearly.
7. If you go out of town, or are unavailable for work for any reason, we ask that you remember to let Dispatch know. Dispatchers do not have time to spend trying to contact people who are not available or who are currently working elsewhere.
8. Please remember that union work permits and union dispatches are only valid for **continuous** days of work. Non-members of IATSE Local 891 may not be called back to work after a break in employment without first securing a new work permit. In order to return to work after a company lay-off, the company must request a permit, or you must be re-dispatched from the hall. Any days worked without union authorization will not qualify for membership.



9. Any non-891 member found working without a valid work permit or record of dispatch will be removed from the job and risk suspension of their permittee status. Days worked as a non-permitted worker will not count towards membership requirement in IATSE Local 891. If you receive a call and/or call-back to work by anyone other than an 891 Dispatcher, you must inform the union by contacting the Senior Steward's Assistant (604-664-8920) to confirm that a valid work permit has been issued for your employment. If no work permit has been authorized, you may not accept the call, and will be referred to the Senior Steward.
10. If for any reason you are unable to show up on time for a call that you have been dispatched to, you must notify both the production office and the Dispatch Office immediately. If no one answers the phone, you must leave a message. There are serious consequences for being a "no-show" without an acceptable explanation.
11. When you arrive for work on a new production, the Production Company will ask you to complete a Start-up package. Complete it promptly and be sure to submit a timesheet to your Head of Department at the end of each week. If you don't receive your cheque within a week after pay day, call the Production Company. If this doesn't work, call the Steward's Assistant at (604) 664-8920.
12. You have been granted work classifications based on the information you provided on your original application. If you desire additional or different classifications, you must apply in writing to the department. Our Departmental Coordinator can answer your questions regarding classification upgrades and can be reached at (604) 664-8923, Monday to Friday between 7:00 am – 3:00 pm.
13. The basic membership requirements to join IATSE Local 891 are 90 days worked as a Permittee in a single department. If you have accumulated 90 days under an IATSE Local 891 approved work permit, but do not have Permittee status with a Department, you must also provide proof of having met the departmental Permittee qualifications at the time you make application for membership.
14. When you have met the minimum 90 day membership requirement, we strongly recommend that you contact our Membership Coordinator prior to submitting your application. All applicants must submit a complete Membership application (available at the Union Hall) together with an updated resume and proof of days worked under permit. You may contact our Membership Coordinator at (604) 664-8919, Monday to Friday between 7:00 am – 3:00 pm. She is available to answer your questions about becoming a member of IATSE Local 891 and to advise you of any specific departmental membership requirements such as, trade tests, interviews, required licenses and certificates.
15. Last but not least, **WORK SAFE**. If you become injured on the job it is imperative that you immediately report the incident to First Aid. Without proper documentation at the time of the injury, any claim to Worksafe BC (WCB) may become problematic. www.shape.bc.ca is an excellent resource for film industry workers. We also encourage you to visit the Local 891 website at www.iatse.com for more information.

Please retain this sheet for your records



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Permittee, 2nd Category & Sister Local Status

It is important that you read all of the attached information prior to submitting an application.
If you have any questions, please call (604) 664-8910 and speak with our Receptionist.

- If you are applying to more than one department, you must make a separate application to each department.
- IATSE Local 891 represents professional film technicians. Applicants not possessing professional qualifications and experience will not be considered.
- There is a \$75.00 non-refundable administrative processing fee for each Permittee application.
- No processing fees are required for 2nd Category or Sister Local applications.
- Permittee, 2nd Category and Sister Local applications can take up to 4 months to process.
- Please do not telephone to inquire regarding the status of your application. You will receive written notification once your application has been reviewed.

Permittee Applications:

Permittee status is the first step you need to take to become a Union member. Once you have worked a total of 90 days as a Permittee in one department, you are eligible to apply for Union membership. A Permittee may be dispatched to work only when there are no qualified members available to fill the job position.

Each application must include:

- A current resume detailing work experience, exact days worked, supervisors, etc.
- A completed application form.
- All documents specified by the Department in the application information package.
- A self-addressed envelope, including postage. (SASE)
- \$75.00 non-refundable administrative fee. Pay in person by Interac, Visa, cash or money order. Mailed applications must include a \$75.00 money order. No personal cheques will be accepted.

If submitting your application by mail, DO NOT SEND CASH. Only money orders will be accepted with mailed applications.

Be sure to clearly indicate how you meet the qualifications shown. **Incomplete information will not be accepted or approved.**



2ND Category Applications:

Only current members in good standing of IATSE Local 891 may apply for 2nd Category Department Status. Members are not limited to the number of 2nd category departments they may belong to.

Each application must include:

- A resume detailing work experience, exact days worked, supervisors, etc.
 - A completed application form.
 - All documents specified by the department in the application information package
- [\$75.00 administrative processing fee and self addressed stamped envelope not required.]***

Sister Local Applications:

Only current members in good standing of Sister IATSE Locals may apply for Sister Local Status.

Each application must include:

- A resume detailing work experience, exact days worked, supervisors, etc.
 - All documents specified by the department in the application information package.
- [\$75.00 administrative processing fee and self addressed stamped envelope not required]***
- A copy of your IATSE membership card, [front and back].
 - A letter of good standing from your home local, confirming that you have paid your home local dues for the current year.

Each application must include:

- A completed application form.
- The attached sheets with your qualifications checked off.
- A resume (specify dates, number of days worked, job duties, supervisors).
- Photocopies of educational certificate(s).
- A self-addressed envelope* that must include current postage.
- \$75.00 administrative processing fee* that is non-refundable. No cheques accepted.

*Processing fee & SASE are not required by 2nd Category or Sister Local applicants.

Please retain this sheet for your records.