



# MAKE-UP DEPARTMENT APPLICATION PACKAGE

## PERMITTEE/2ND CATEGORY/SISTER LOCAL

IATSE Local 891

1640 Boundary Road · Burnaby, BC · V5K 4V4 · 604-664-8910 (p) · 604-298-3456 (f) · www.iatse.com

Please read the information below carefully before completing your application. If you have questions, please call the Union office at 604-664-8910.

**Permittee Applicants:** Obtaining Permittee Status is your first step to becoming an IATSE Local 891 Union member. Currently, if you have worked 60 days as a permittee in one department on a IATSE Local 891 production, you are then eligible to apply for membership. Keep in mind that permittees are only called to work when there are no qualified members available to fill a position.

**2nd Category Applicants:** You must be a member in good standing of IATSE Local 891 to apply for 2nd Category Status. Members are not limited to the number of 2nd Categories they may belong to.

**Sister Local Applicants:** You must be a member in good standing of an IATSE Local 891 sister local to apply for Sister Local Category Status.

### FAQs:

- 1. How much does it cost to apply for Permittee Status at IATSE Local 891?**  
Permittee applicants are required to pay a \$75 non-refundable processing fee for each permittee application submitted.
- 2. Do I have to pay a processing fee if I am applying for 2nd Category or Sister Local Status?** No. 2nd Category and Sister Local applicants do not pay a processing fee for their application.
- 3. I am applying to more than one department, do I have to complete a separate application for each department?** Yes. Each department has different and specific requirements. Remember that each additional application also requires the non-refundable \$75 processing fee.
- 4. How long will it take to hear back from the Union about my application's status?**  
Applications can take up to four months to process. Please do not telephone to inquire about the status of your application. Departments meet at various times to review applications; therefore, it is difficult to predict when your application will be processed. However, you will receive written notice once it has been reviewed.

### Your application MUST include:

- **All Applicants:** A current resume detailing work experience, exact days worked, and the name of your supervisors.
- **All Applicants:** A completed application form (enclosed in this package).
- **All Applicants:** All documents specified by the department in the application package.
- **Permittees Only:** A self-addressed envelope with return postage.
- **Permittees Only:** A \$75 non-refundable processing fee. Our payment options are limited to the following if you are paying in person: Interac, VISA, cash, or money order. Only money orders will be accepted with mailed applications. **DO NOT mail personal cheques or cash.**



### REMEMBER!

Incomplete applications will not be accepted. Clearly indicate how you meet the qualifications requested by the department.

**PLEASE RETAIN THIS PAGE FOR YOUR RECORDS**

# Page 1 - MAKE-UP DEPARTMENT APPLICATION FORM

**Please indicate which status you are applying for:**

PERMITTEE STATUS

SECOND CATEGORY STATUS

SISTER LOCAL STATUS

Current Departments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Letter of Good Standing

Membership Card (front & back)

Local #

Classifications requested: \_\_\_\_\_

**Please complete the following details - PLEASE PRINT CLEARLY!**

Name: \_\_\_\_\_  
FIRST MIDDLE LAST

Address: \_\_\_\_\_  
STREET CITY PROVINCE/POSTAL CODE

Providing birthdate and gender information is optional. This is asked for demographics only and will not be used to determine eligibility.

Birthdate: \_\_\_\_\_ day month year Gender: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Social Insurance Number (or provide copy of Visa/Landing Immigrant Status): \_\_\_\_\_

Would you like to receive a response via e-mail  or regular mail  (please mark one box).

**CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION:**

I acknowledge that I have had an opportunity to read the Personal Information Protection Code and Personal Information Protection Chart (available at [www.iatse.com](http://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 purpose outlined therein.

**AGREEMENT TO ABIDE BY THE IATSE LOCAL 891 HIRING POLICIES & PROCEDURES:** I acknowledge that I have had an opportunity to read the IATSE Local 891 Hiring Policies and Procedures (attached). 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 the Union's authorization by a valid 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:** \_\_\_\_\_

# Page 2 - MAKE-UP DEPARTMENT APPLICATION FORM

## FILM & TELEVISION EXPERIENCE

**Please read before proceeding:**

Any intentional misrepresentation of your experience may result in termination of Union status. Only days worked under authorized IATSE Local 891 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.

Production Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Feature, Television, Video, or Commercial: \_\_\_\_\_

Position/Duties: \_\_\_\_\_

Reference Name and Phone Number: \_\_\_\_\_

Production Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Feature, Television, Video, or Commercial: \_\_\_\_\_

Position/Duties: \_\_\_\_\_

Reference Name and Phone Number: \_\_\_\_\_

Production Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Feature, Television, Video, or Commercial: \_\_\_\_\_

Position/Duties: \_\_\_\_\_

Reference Name and Phone Number: \_\_\_\_\_

Production Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Feature, Television, Video, or Commercial: \_\_\_\_\_

Position/Duties: \_\_\_\_\_

Reference Name and Phone Number: \_\_\_\_\_

RELATED EXPERIENCE/SPECIAL SKILLS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EDUCATION/TRAINING/CERTIFICATES/LICENSES (please include copies): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Page 3 - MAKE-UP DEPARTMENT APPLICATION FORM

## MAKE-UP DEPARTMENT QUALIFICATIONS:

All Make-up Department applicants must write the Permittee Test. Applications are not accepted until you have written the Permittee Test. This can be done at the Union office any time between 9 a.m. and 4 p.m., Monday to Friday. No appointment is necessary. Please take a few moments to read the following before filling out an application.



**Please check off the qualifications and tools you possess.**

To apply for work in the Make-up Department a person must supply proof the following:

- Grade 12 Diploma
- Diploma from a recognized government accredited make-up school.

The minimum curriculum must include:

- Corrective & glamour make-up
- Human hair beard application/grooming and ventilated pieces
- Make-up for film & television
- Make-up for B&W film and photography
- Bald caps
- Special Effects
- Age with latex
- Age with paint



*OR -*

- a 300-word summary and portfolio, detailing self-directed study.

- Successful completion of not less than six film, television, or video projects or 15 television commercials (include cheque stubs, time sheets).
- Possess a kit meeting the minimum requirements / Portfolio (see over for list) - The department reviews kit when interviewed.
- Completion of Film Industry Orientation Course / WHMIS

**All Make-up FX Applicants** - Must meet or exceed all prior requirements as stated:

- A Completed Make-up Application
- A Completed Make-up Permittee Test
- A Completed Make-up FX Permittee Test
- A Completed Make-up FX Kit Requirement Sheet (please obtain list from reception)

**BE SURE TO CLEARLY INDICATE HOW YOU SATISFY THE QUALIFICATIONS!**

## MAKE-UP DEPARTMENT KIT REQUIREMENTS

### Equipment & Product Materials

- |                      |                     |                  |                                |
|----------------------|---------------------|------------------|--------------------------------|
| • Hand mirror        | • Cotton balls/pads | • Sunscreen      | • Stipple sponge (fine/coarse) |
| • Scissors           | • Powder puffs      | • Brush cleaner  | • Red rubber sponge            |
| • Palette & spatulas | • Sea sponge        | • Eye drops      | • Eye make-up remover          |
| • Tweezers           | • Latex sponges     | • KY Jelly       | • Tear stick & blower          |
| • Sharpeners         | • Skin cleansers    | • Sweat gel      |                                |
| • Water mister       | • Toners            | • Liquid bandage |                                |
| • Tissues            | • Hand cream        | • Alcohol 99%    |                                |
| • Q-tips             | • Moisturizers      | • Alcohol 70%    |                                |

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**Keep this page for future reference**

## Shaving Kit

- Electric razor
- Disposable razors
- Shaving foam
- Styptic liquid
- Beard trimmer
- Nose hair trimmer
- Small scissors
- Moustache wax

## Foundations

A good selection of shades for all skin tones, cream, and liquid form. It is recommended to use established professional brands, e.g., Visioria, Cinema Secrets, MAC, Bobbi Brown, and Ben Nye. At least three shades of each tone are required, in beige, olive, red, and dark.

## Concealers

Derma colour pallettes, under-eye concealers, red and blue neutralizer, beard cover.

## Powders

Various shades of powders in both loose and pressed (including a no-colour powder), anti-shine in light and dark.

## Body Make-up

Liquid or cake, in at least four shades.

## Blush

A good assortment of colours in powder and cream. Bronzers in powder and cream.

## Eyeshadow

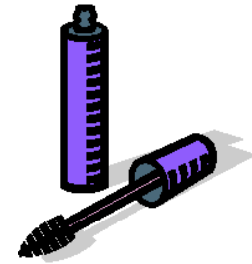
Colours for both natural, glamour, and period.

## Eyeliners

Pencil, liquid & cream in black, charcoal/grey, brown, and blue.

## Lashes/Mascara

- Black and brown mascara in both water soluble and water proof
- Both strip lashes and individual lashes
- Lash adhesive
- Disposable wands



## Lip Colour

A wide range of colours in matte and frosted shades, some specialty colours for period work. Lip gloss and liners. Various lip balms.

## Nail Kit

- Various polishes in clear, neutrals, & fashion colours
- Nail glue & remover
- Disposable emery boards
- Nail tips
- Nail polish remover
- Quick dry spray
- Orangewood sticks
- Cuticle cream

# Page 5 - MAKE-UP DEPARTMENT APPLICATION FORM

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### Dirt

Suggested colours: charcoal, Texas dirt, plains dust, and clean grease.

### Blood

Reel blood, mint mouth blood, gel blood, fresh scab, dark flowing blood, and gel caps.

### Adhesives

Matt adhesive, silicone adhesive, and prosaide. Plus removers for all different adhesive types.

### Out of Kit FX

Scar making material, plastic sealer, collodian, bruise and burn wheel, cream beard stipple, cream death colours, reel colour or skin illustrator palette, sunburn stipple, and molding wax.

### Hair Kit

Crepe and human hair (assorted colours), adhesives, removers, hair whitener, and scissors.



Your set bag should contain all materials you could possibly need to produce whatever might be asked of you on set. Although it sounds like a lot to carry with you, if you can scale everything down to 1 or 2 ounce containers, it will all fit well within your kit.

Here are some suggestions:

- Sweat kit including sweat gel, Evian water, and glycerin
- Dirt kit with applicator (puff/sponge/sock)
- FX kit, assorted bloods, adhesive, reel colour or skin illustrator palette, and scar material.
- Tear kit with individual eye drops, menthol blower, and tear stick
- Hand cream
- Eye cream
- Eye make-up remover
- Travel manicure set
- Sunscreen
- Kleenex
- Band-aids
- Small flashlight
- Lip balm
- Derma colour palette
- Small scissors
- Anti-shine
- Handi-wipes
- Hand sanitizer
- Mirror
- Individual floss sticks
- Bug spray
- Cut sponges
- Mints/breath spray
- Flesh coloured ear plugs
- Sharpie
- Extra brushes
- Alcohol
- Anti-itch gel and spray
- Liquid bandage

**Please note: Most positions require employees to report to work at locations that are inaccessible to public transit, therefore it is strongly recommended that you have a valid BC Drivers License and use of a reliable vehicle. Many positions require employees to travel between work locations. Employees using their own vehicles must be able to provide their employer with proof of having Business Class Insurance.**



# HIRING POLICIES, PROCEDURES, AND GENERAL INFORMATION

Pertaining to the Dispatch and Hiring of Non-891 Members

IATSE Local 891

**UNION OFFICE HOURS:**

Telephone: 604-664-8910  
Monday to Friday 9 a.m. - 5 p.m.  
Saturday - Closed  
Sunday - Closed

**DISPATCH OFFICE HOURS:**

Telephone: 604-664-8916  
Monday to Friday 7 a.m. - 10:30 p.m.  
Saturday - 8:30 a.m. - 8:30 p.m.  
Sunday - 10 a.m. - 10 p.m.

1. Dispatchers usually fill the majority of next-day calls in the evening, and ASAP calls are filled the same day. Unfortunately, dispatchers are not given a lot of notice to fill ASAP calls, so you should always be prepared to work at any time. You may want to obtain a cell phone to ensure that 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 inform Dispatch in order to receive calls to work.
3. If your address, e-mail address, or phone numbers change and you fail to notify us, your name will be removed from the Permittee Auxiliary Roster after three months. If you fail to provide the Union with a new contact number within 12 months, you will be required to re-apply to the department, which will cost you another \$75.00 processing fee.
4. Occasionally, the Union will need to send you information, so please be sure to keep us informed of your correct mailing address. Please call IATSE Local 891 at 604-664-8910 during regular business hours and advise us of any address or e-mail address changes.
5. Remember: Dispatch will not call you for work unless you have made yourself available. It is essential that you keep Dispatch updated with your availability. Once you have been dispatched to a show, we will list you as working and, therefore, unavailable. When you are finished working, remember to inform Dispatch that you are available again.
6. When calling Dispatch about your availability, remember that dispatchers are busy and will have other calls waiting. Please keep your calls short and to the point. The dispatcher just needs to know your first and last names, your department, your phone number, and whether or not you are available for work. Please limit your conversations with Dispatch to provide this basic information and speak clearly, especially when leaving messages.
7. If you go out of town, or are unavailable for work, please inform Dispatch. Dispatchers are unable to track down 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 dispatched by IATSE Local 891. Any days worked without Union authorization will not qualify for membership.

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9. Any non-891 member found working without a valid work permit or record of being dispatched will be removed from the job and will 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 at 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 you 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 Dispatch 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 submit a timesheet to your head of department at the end of each week. If you do not receive your cheque within a week after pay day, call the production company. If this does not work, call the stewards' assistant at 604-664-8920.
12. All employees must provide Canadian and Provincial residency information sufficient to ensure that the production company is eligible to receive federal and provincial incentives including tax credits. You will be required to submit this information with your start-up package. Acceptable documents include a copy of your previous year Income Tax Assessment Notice with your personal financial information blacked out. You may call the stewards office if you have questions about this contractual requirement.
13. 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 a.m. and 3 p.m.
14. The basic membership requirements to join IATSE Local 891 are currently 60 days worked as a permittee in a single department. If you have accumulated 60 days under an IATSE Local 891 approved work permit, but do not have permittee status within a department, you must also provide proof of having met the departmental permittee qualifications at the time you make application for membership.
15. When you have met the membership requirement (currently 60 days), we strongly recommend that you contact the membership coordinator before you submit your application. All applicants must submit a complete membership application (available from the Union office) together with an updated resume and proof of days worked under permit. You may contact the membership coordinator at 604-664-8919, Monday to Friday between 7 a.m. and 3 p.m. She is available to answer your questions about becoming a member of IATSE Local 891 and to advise you of any specific membership requirements.
16. Please ensure that you carry valid trade certificates/licenses with you when reporting to work. All employees who are required to have licenses or certificates to perform their duties must be able to provide proof of trade/skill qualification when requested.
17. Finally, WORK SAFE. Remember that all employees are responsible to provide their own general purpose work gloves, hardhat, and steel toed boots. If you become injured on the job it is imperative that you report the incident to First Aid immediately. Without proper documentation at the time of the injury, any claim to WorkSafeBC (WCB) may become problematic. Visit Actsafe at [www.actsafe.ca](http://www.actsafe.ca), as it is an excellent resource for film industry workers. You can also visit the Local 891 website at [www.iatse.com](http://www.iatse.com) for more information.

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