



PRODUCTION OFFICE APPLICATION FORM
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

IATSE Local 891

International Alliance of Theatrical Stage Employees

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 _____



PRODUCTION OFFICE APPLICATION FORM

IATSE Local 891

International Alliance of Theatrical Stage Employees

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.

FILM & TELEVISION EXPERIENCE:

Production Title _____ Date(s) _____

Feature, Television, Video or Commercial? _____

Position/Duties _____

Reference name and phone number: _____

Production Title _____ Date(s) _____

Feature, Television, Video or Commercial? _____

Position/Duties _____

Reference name and phone number: _____

Production Title _____ Date(s) _____

Feature, Television, Video or Commercial? _____

Position/Duties _____

Reference name and phone number: _____

RELATED EXPERIENCE/SPECIAL SKILLS: _____

EDUCATION/TRAINING/CERTIFICATES/LICENSES (Include copies): _____



PRODUCTION OFFICE DEPARTMENT APPLICATION

I.A.T.S.E. Local 891

International Alliance of Theatrical Stage Employees PRODUCTION OFFICE

<input type="checkbox"/> PERMITTEE	<input type="checkbox"/> 2 ND CATEGORY Dept:	<input type="checkbox"/> SISTER LOCAL
		<input type="checkbox"/> Letter of Good Standing <input type="checkbox"/> Membership Card (front & back) <input type="checkbox"/> Local #

DEPARTMENT QUALIFICATIONS

Thank you for your interest in the Production Office Department of I.A.T.S.E. Local 891. Please take a few moments to read the following before filling out an application. Should you submit an application with incomplete information or without possessing the qualifications shown please be aware that the administrative processing fee is non-refundable.

To apply for work in the Production Office Department, a person must possess the following. Please check off which qualifications you possess and include this form with your application.

Proof of minimum two years professional experience in an organizational capacity in an entertainment industry production office, music, theatre, television production, film, commercial, documentary or industrial film production or related entertainment fields.

For the purposes of calculation, 240 days will be considered 1 year of experience

Please ensure your production office experience is in the entertainment field(s).

- Proof of successful completion of Grade 12 English.
- Completed Production office Evaluation form.
- Strong organizational skills, is a team player and works well in production office environments.

Each application must include

- A completed application form
- A resume (specifying dates, number of days worked, job duties, supervisors, etc.)
- This sheet with your qualifications checked off
- Photocopy of your educational certificate
- A self-addressed envelope* that must include postage
- \$75.00 administrative processing fee* that is non-refundable. No cheques accepted.

***Not needed by 2nd Category or Sister Local applicants**

Be sure to clearly indicate which of the above qualifications you possess. Incomplete information will not be accepted. Applications can take up to four months to process. You will be notified as soon as your application has been reviewed. Due to the large volume of phone calls please do not telephone and inquire as to the status of your application.

This application will be screened to determine if it conforms to the requirements for membership in the Department to which you are applying. It is subject to further assessment by that department to determine whether your name will be added to the list. You will be advised in writing of the Department's decision.

PRODUCTION OFFICE EVALUATION

PLEASE INDICATE YOUR FAMILIARITY LEVEL WITH THE FOLLOWING:

	NONE	SOME	EXTENSIVE
ACCOMMODATION/TRAVEL ARRANGEMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTRACTS – CAST & CREW **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CALL SHEETS/SIDES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CASTING PROCESS**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CREW/CAST/CONTACT LISTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CREWING/DAILY CALLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAY OUT OF DAYS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEAL MEMOS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IMMIGRATION FORMS/WORK PERMITS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OFFICE SET UP/WRAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ONE-LINERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PETTY CASH REPORTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCTION OFFICE SYSTEMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCTION REPORTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PURCHASE ORDER SYSTEMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCRIPT REVISIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHIPPING: CUSTOMS FORMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHIPPING: BASIC FEDEX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHIPPING: BASIC UPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHOOTING SCHEDULES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHOT LISTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TELEPHONE AND RECEPTION PROTOCOL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UNION REGULATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DO YOU HAVE ON-THE-JOB EXPERIENCE WITH:

WHAT IS YOUR TYPING SPEED: _____ WPM

FAX MACHINES PHOTOCOPIERS (TYPES): _____

COMPUTERS (TYPE): _____

PLEASE INDICATE YOUR FAMILIARITY WITH THE FOLLOWING COMPUTER PROGRAMS:

	NONE	SOME	EXTENSIVE
WORD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORDPERFECT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXCEL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOTUS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADOBE ACROBAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINAL DRAFT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCREENWRITER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE LIST OTHER COMPUTER PROGRAMS YOU ARE FAMILIAR WITH: _____

OTHER

DRIVERS LICENCE: YES NO
 DO YOU OWN A CAR: YES NO



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

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



IATSE Local 891

International Alliance of Theatrical Stage Employees

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 to 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.