



IATSE Local 891

# PRODUCTION OFFICE DEPT APPLICATION PACKAGE

## PERMITTEE/2ND CATEGORY/SISTER LOCAL

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 an 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 and status 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 business sized 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 - PRODUCTION OFFICE 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: \_\_\_\_\_ Gender: \_\_\_\_\_  
day month year

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 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:** \_\_\_\_\_

**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): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PRODUCTION OFFICE DEPARTMENT QUALIFICATIONS

To apply for work in the Production Office Department, a person must possess the following. Please check off which qualifications you possess:

- 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 purpose of calculation, 240 days will be considered 1 year of experience.*

Please ensure that your production office experience is in the entertainment field.

- Proof of successful completion of Grade 12 English
- Completed Production Office Department Self-Evaluation Form (next page)
- Strong organizational skills, is a team player and works well in the production office environment

**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.**



**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 Setup / 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 & Reception Protocol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Union Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate your familiarity level 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"/>
MICROSOFT OUTLOOK	<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 (Types): \_\_\_\_\_



# 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. Please ensure that you have any trade certificates and/or licenses on file at the Union office as well, as they may be required for dispatching for work.
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 IATSE Local 891 website at [www.iatse.com](http://www.iatse.com) for more information.

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