



SOUND DEPARTMENT

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 may be 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 be approved for 2nd Category Status. Members are not limited to the number of 2nd Categories they may belong to.

Sister Local Applicants: To apply for Sister Local Category Status you must be a member in good standing of an IATSE Local 891 sister local, and meet the requirements of the department to which you are applying.

FAQs:

- 1. How much does it cost to apply for Permittee Status at IATSE Local 891?**
Permittee applicants are required to pay a \$100 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 \$100 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 names 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 \$100 non-refundable processing fee. Our payment options are limited to the following if you are paying in person: Interac, VISA, MasterCard, 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.

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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 # _____

Please indicate which positions you are applying to in the Sound Department:

Boom Operator Mixer (Prod & Dubbing) Playback Operator

Public Address Operator Sound Assistant Sound Maintenance

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: _____

Emergency contact: Name _____ Phone: _____

Last four digits of your SIN 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).

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. I understand that if permitted to work I am required to provide Canadian and provincial residency information sufficient to ensure that the production company is eligible to receive the federal and provincial incentives including tax credits.

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.

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 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.

I certify that all information stated and provided with this application is true and complete to the best of my knowledge. I authorize IATSE Local 891 to verify the information provided in this application.

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):

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SOUND DEPARTMENT QUALIFICATIONS

To apply for work in the Sound Department, a person must provide proof of the following.



Please check off which qualifications you possess and include this form with your application.

- Proof of professional employment on motion picture productions in the Sound Department or proof of related experience
- Working knowledge of film sound production, its associated equipment, and overall maintenance
- Motion Picture Industry Orientation Program (including WHMIS ticket). For example, available at (but not limited to) Capilano University, Vancouver Film School, and Victoria Motion Picture School
- Post production knowledge, particularly sound editing
- Knowledge of film terminology

Required Tools & Equipment:

- Tool pouch or belt
- 76 small portable flashlight
- Pocket tool
- Outdoor weather gear (cold weather & rain gear), preferably dark colours
- Jewellers screw drivers
- Professional quality closed ear headphones

Resume Must Include:

- Dates worked
- Name of production company
- Sound position held (mixer, boom, and cable)
- Unit worked (main, splinter, or 2nd unit)
- Production type (feature, MOW, documentary, commercial)
- Format (film or video)
- Number of days worked (per production)
- Any other related motion picture experience
- Any other related sound experience (e.g., post production, etc.)
- References (sound related)

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

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, email address, 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, 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 \$100 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 may not qualify for membership.

Continued on next page

APPLICANTS, PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

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 may 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. Individual productions may also require additional documentation. 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, as it is an excellent resource for film industry workers. You can also visit the IATSE Local 891 website at www.iatse.com for more information.

APPLICANTS, PLEASE RETAIN THIS PAGE FOR YOUR RECORDS



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

Consent to Receive Electronic Communications

This form will confirm that you have consented to receive our electronic communications, including but not limited to our newsletters, production summaries, production reports, notifications with respect to seminars and fundraisers, departmental communications, communications from third parties, and other notifications we send from time to time for the purpose of (i) sharing information; (ii) establishing, developing and/or maintaining our relationship with you; and (iii) in accordance with our strategic objectives.

Please note that the provisions of our Privacy Policy continue to apply.

Please sign and date this consent below to confirm your agreement.

Last 4 digits of S.I.N.

Printed Name

Signature

Date

Resource ID number
(To be added by staff)

RESIDENCY PAPERWORK

Be Prepared! Provide hard copies of the residency documents required by productions when you fill out your deal memo.

When a production does not receive residency documentation (i.e. proof of residency) from employees, it is not eligible to claim the available provincial and federal tax incentives. This can represent a huge financial loss, and is problematic for the production company, the worker, and the entire BC industry.

What You Need to Know

- Production companies can refuse to hire any member who does not provide sufficient residency documentation.
- IATSE Local 891 will not be able to support members in a dispute with an employer if the required paperwork has not been provided.
- Members who cannot provide the required residency paperwork may not be dispatched to work.
- Productions vary in the residency documents they will accept. Many productions accept a copy of the Notice of Assessment, issued from Revenue Canada after taxes are filed.
- Call the steward's office with questions about this contractual requirement.

Residency Sample

An easy way to provide evidence of BC residency is to provide a recent Notice of Assessment, provided by the Canada Revenue Agency (CRA), with all the information shown in our example blacked out. Then, make several copies which can be given to each production. Utility bills from December of the previous year are also useful documents as evidence of residency – please have copies of these available as well, if possible.

Productions may also have additional documentation requirements. Please be prepared to provide what is needed.

Line	Description	\$ Amount
150	Total income	[blacked out]
	Deductions from total income	[blacked out]
236	Net income	[blacked out]
260	Taxable income	[blacked out]
350	Total federal non-refundable tax credits	[blacked out]
6150	Total British Columbia non-refundable tax credits	[blacked out]
420	Net federal tax	[blacked out]
428	Net British Columbia tax	[blacked out]
435	Total payable	[blacked out]
437	Total income tax deducted	[blacked out]
482	Total credits	[blacked out]
	(Total payable minus Total credits)	[blacked out]
	Balance from this assessment	[blacked out]