DEPARTMENT ACTIVITY REQUEST FORM

THIS FORM TO BE USED BY MEMBERS ONLY

IS THIS A/AN (CIRCLE ONE): **ADD** **SWITCH** **UPGRADE** **APPEAL**

NAME: _____

PHONE – HM: _____ OTHER: _____

EMAIL: _____

PLEASE EXPLAIN HOW YOU WOULD LIKE TO UPDATE YOUR CURRENT FILE:

1. COMPLETE THIS FORM AND ATTACH RESUME ALONG WITH ANY OTHER RELEVANT INFORMATION.
2. CREATE A RESUME SHOWING RELATED DEPARTMENTAL EXPERIENCE AND ATTACH ANY REFERENCE LETTERS OR EVALUATIONS RELEVANT TO THE DEPARTMENT.
3. SUBMIT YOUR PACKAGE TO THE I.A.T.S.E. LOCAL 212 OFFICE.
4. **FOR FILM DEPARTMENTS ONLY:** YOU WILL BE REQUIRED TO TAKE THE SET ETIQUETTE AND PROTOCOL COURSE IN ORDER TO BE ACCEPTED INTO A FILM DEPARTMENT. DEPARTMENTAL REQUIREMENTS ARE AVAILALBLE ON THE IATSE 212 WEBSITE, LOCATED AT: http://www.iatse212.com/motionpicture.asp#departments. PLEASE BE SURE YOU HAVE SATISFIED ALL REQUIREMENTS LISTED OTHERWISE YOUR APPLICATION WILL BE DEEMED INCOMPLETE AND PLACED ON HOLD.
5. A COPY WILL BE SENT TO THE DEPARTMENT AND THE ORIGINAL WILL REMAIN ON FILE AT THE I.A.T.S.E. LOCAL 212 OFFICE.

ONCE THE DEPARTMENT HAS MADE A DECISION YOU WILL BE NOTIFIED, PLEASE DO NOT CALL AND INQUIRE AS TO THE STATUS.

Updated: 27-Oct-15

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