

# Permit Information Package

(FILM)

## I.A.T.S.E. Local 212 Motion Picture and Stage Technicians

International Alliance of Theatrical Stage Employees,  
Moving Picture Technicians, Artists and Allied Crafts of the  
United States, its Territories and Canada



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# APPLICATION REQUIREMENTS:

Please read the following to ensure you understand the expectations of the Permit Application. Incomplete Applications will be discarded without further notice.

## **Minimum age requirement to apply is 18 years of age**

The film, television and theatrical stage industries are very demanding in the technical areas over which the I.A.T.S.E. has jurisdiction. When the Union supplies personnel to facilitate safe and proficient productions the organization must be able to stand behind each worker, confident that he/she is an experienced, trained, competent, and talented professional. To that end you are advised to consider the following criteria when deciding to pursue your resume submission. Please note that in the past two years, only 10% of the applications submitted advanced to union membership. Permit status will be determined based on the following:

1. Professional training in a specific craft or technical skill.
2. On the job experience (minimum of 20 days).
3. Demonstrated talent in a specific craft or skill area.
4. Understanding of the entertainment industry workplace/environment.
5. Honesty, good character, and professionalism.
6. Subject to department approval based on minimum department criteria.

**If after careful consideration, you wish to apply for Permit status with I.A.T.S.E. Local 212, you are asked to remit the following:**

**Completed "Application for Permit Status" form – see attached.**

**Current resume with 20 days of relevant experience listed pertaining to the department.**

**Any applicable criteria required by the department you are applying for. See [http://www.iatse212.com/pages/film\\_permittees.asp#requirements](http://www.iatse212.com/pages/film_permittees.asp#requirements) for departmental criteria. This may include certifications, licenses, evaluations, First Aid, etc.**

Applications can take up to 3 months to process. You will be notified as soon as your application has been reviewed. Please do not telephone and inquire as to the status of your application. Departments are responsible for reviewing and approving permit applications.

**For Information on the following, please visit our Website at [www.iatse212.com](http://www.iatse212.com):**

Department Criteria  
Departments currently accepting applications  
Education and Training  
Membership Requirements  
Set Etiquette & Protocol Course

# **APPLICATION INFORMATION**

## **Once your application is submitted:**

- It will be forwarded to the area for which you have applied.
- You will be contacted when a decision has been made.
- **DO NOT CONTACT THE OFFICE INQUIRING ABOUT THE STATUS OF YOUR APPLICATION.**
- All communication will take place through written correspondence.
- Upon approval of your application you will be required to take the **Set Etiquette & Protocol** course through Mount Royal University. Schools such as SAIT incorporate this course into their curriculum. Contact our office if you've taken the course elsewhere to ensure it is equivalent to the MRU course.
- You must provide a copy of the Certificate so it may be added to your file. This is mandatory for ALL Film Departments. You will NOT be added to any Film Departments until this is completed.
- Certain Departments require an exam prior to being added to the department. You will be notified of any additional requirements and should check the website requirements so you'll know what to expect.
- Our Education Coordinator will waitlist you for the next available course and you'll be contacted with a date and time.
- Courses and Exams are sporadic and scheduled when Instructors are available. It is recommended that you take the course on the first available date.

Should your application be approved, as a permit holder of I.A.T.S.E. Local 212 a temporary work permit card and Information Package will be sent to you. Please read all information provided at that time. The temporary work permit card **does not** guarantee employment or membership and may be revoked at any time.

## **ATTENTION** **APPLICANTS OF I.A.T.S.E. LOCAL 212**

I.A.T.S.E. Local 212 has adopted the requirement of obtaining the Set Etiquette & Protocol Course. This course is mandatory once a film department has approved your application. You will not be added to the Department until a photocopy of your Certificate has been submitted.

Enclosed is the registration information. If you have any questions regarding the course please contact Mount Royal University for further details and scheduling.

**\*\*The Set Etiquette & Protocol course must be taken after the Department has approved your application for the FILM area. No Exceptions!\*\***

### **This course is not required for:**

- Caucus 1: F&D**
- Caucus 2: General Stage**
- Caucus 3: ATP/TC**

Location: Mount Royal University  
Fee: Please check MRU website for details  
Information & Registration: By phone with VISA/MC (403) 440-6012  
Date: Normally the last Saturday of each month but check with the Registrar's Office at MRC

# Please read before applying....

## Where can you go to get proper hands on training?

If you do not have enough experience to apply to Local 212 at this time, and are looking to gain proper skills to prepare for future employment in the Film Industry, the following are recommended by I.A.T.S.E. 212

- Postsecondary institutions such as SAIT, Alberta College of Art (ACA), Mount Royal University, Red Deer College offer great programs and courses that may be relevant to our industry. For more information you can contact the school's registration office.
- Alternatively, visit the Society of Independent Filmmakers to express your interest in gaining experience through job-shadowing or volunteering.
- Consider applying in the future when you can meet all the qualifications as requested by the departments of I.A.T.S.E. Local 212.



## PERSONAL INFORMATION FORM

Name: \_\_\_\_\_

As part of our application process we also require the following information:

Social Insurance Number: \_\_\_\_\_

Date of Birth (Month / Day / Year): \_\_\_\_\_ Gender (M / F): \_\_\_\_\_

**\*\*All information is kept confidential and is used for the purpose of employment only.\*\***

Please complete this form and attach it to your application OR it can be completed when your application has been accepted by the department and a permit card has been issued. If you have any questions or concerns regarding this information, please feel free to contact me.

Thank you,  
Dee Picciano  
Office Manager  
Ph: (403) 250-2199  
Fax: (403) 250-9769  
Email: [drs@iatse212.com](mailto:drs@iatse212.com)



INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

# I.A.T.S.E. LOCAL 212 - PERMIT APPLICATION -

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Choose: 1<sup>st</sup> FILM DEPARTMENT: \_\_\_\_\_ 2<sup>nd</sup> FILM DEPARTMENT: \_\_\_\_\_

You must specify a maximum of two departments. See our website for department listings.

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

HOME: \_\_\_\_\_ CELL: \_\_\_\_\_ PGR or FAX: \_\_\_\_\_

Your resume should list your Film, Stage, or Theatre Experience including info such as: Production Company, Title of Production, Position held, Department, Production Location, Immediate Supervisor, Exact Duration of Employment and Reason For leaving.

RELATED EXPERIENCE (Special skills, etc.): \_\_\_\_\_

\_\_\_\_\_

EDUCATION (Specialized training, Degrees, Certificates, etc.): \_\_\_\_\_

\_\_\_\_\_

LIST OTHER UNION AND GUILD AFFILIATIONS IN FULL: \_\_\_\_\_

\_\_\_\_\_

GIVE NAMES AND ADDRESSES OF TWO PEOPLE, NOT RELATIVES WHO CAN VOUCH FOR YOUR HONESTY, CHARACTER, AND PROFESSIONAL Demeanor WITH SIMILAR INDUSTRY KNOWLEDGE AND/OR EXPERIENCE:

NAME	PHONE	EMAIL
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\_\_\_\_\_

\_\_\_\_\_

**EACH APPLICATION MUST INCLUDE:**

APPLICATION FORM

DEPARTMENT SPECIFIC REQUIRED EVALUATIONS

RESUME

PHOTOCOPIES OF ANY EDUCATIONAL CERTIFICATES

I declare that the information herein is accurate to the best of my understanding and acknowledge that I.A.T.S.E. Local 212 reserves the right to revoke permit status at anytime. I also accept responsibility to retain proof of days worked as an I.A.T.S.E. Local 212 Permit (ie. copies of evaluation forms, time sheets, pay stubs, and/or separation slips), and will provide this proof if requested.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_