

NABET 700-M UNIFOR
100 Lombard Street, Suite 303
Toronto ON M5C 1M3



T: 416-536-4827
F: 416-536-0859
W: www.nabet700.com

APPLICATION FOR PERMITTEE STATUS

So you want to join NABET 700-M UNIFOR! Your first step is to become a Permittee – that is, someone who is working towards becoming a member by providing invaluable support and back-up to the membership during our busiest periods.

There are several steps that you MUST complete before handing in this application:

- Attend **NABETiquette**. This is a half day set etiquette and protocol workshop, generally offered once every 6 weeks. The upcoming course date is listed on the home page of the NABET 700-M UNIFOR website. The cost for the course is \$100 and includes the Permittee Application fee. You can register by calling the office with a credit card number or by visiting the office where we accept cash (must be exact change), credit, debit or cheque. As there are only 50 spots available for the workshop, you **MUST** register and pay in advance to reserve your spot. Drop-ins will only be accepted in replacement of no-shows.

At the end of the course, you will receive two (2) copies of the NABETiquette certificate. You must include one (1) copy of your certificate in your permittee application package. **Applications submitted without the certificate will not be accepted.**

The NABETiquette course is a mandatory requirement for the Permittee application process that everyone, regardless of experience or years already worked in the film industry, must complete. As of July 9, 2017, NABETiquette certificates are only valid for two (2) years from the date the course was completed. Applicants must submit their permittee application within this timeframe, otherwise the certificate will expire and they must re-do the NABETiquette course.

This policy is not applicable to those who have attended a NABETiquette course prior to July 9, 2017.

- You must have a minimum of **40 Days relevant working experience** in film or television in the department you plan on applying for.
- You must attach **one (1) copy** of your resume **in addition** to filling out the relevant past employment page in this application form.
- Every Applicant must complete BOTH the Worker and Supervisor Health & Safety Modules and attach a copy of both certificates (Worker & Supervisor) to your application. The Health and Safety Awareness Training Modules for workers and supervisors are available on the Ministry of Labour website and can be found at the links provided below:

WORKER TRAINING MODULE LINK:

<https://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>

SUPERVISOR TRAINING MODULE:

<https://www.labour.gov.on.ca/english/hs/elearn/supervisor/index.php>

At the end of the module, you will be provided with a digital certificate of completion that you can keep for your records and use to submit with your application.

- Any additional materials or requirements needed for your specific department (please refer to the “Department Qualifications” page in this application package and the “Department Qualifications” page on our website) as well as a copy of any applicable licences (Transport/Hair).



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Incomplete application packages will not be accepted by the office i.e. missing Health and Safety Certificates, NABETiquette certificate, departmental requirements, etc.

Once your complete application package has been received, it will await for Departmental and/or Departmental Vice-President approval. You will be notified via email once your application has been approved. Please note that if you would like to apply to more than one department, you must submit a complete application for each department.



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DEPARTMENTAL REQUIREMENTS

All Departmental VPs require you to be proposed by a NABET 700-M UNIFOR member in good standing in the department to which you are applying. On page one of the Application, that member must sign on the line beside the words '**Proposed by**' and print their name underneath.

Listed below are requirements specific to our Departments. All additional checklists, tests or forms can be obtained at NABETiquette or online at www.nabet700.com.

If you have any questions regarding these requirements, please call the NABET 700-M UNIFOR office (416-536-4827) or ask during your NABETiquette session.

<p><u>Construction</u></p> <ul style="list-style-type: none"> • Construction Department Permittee Checklist • You MUST have a NABET 700-M UNIFOR Construction member propose you 	<p><u>Continuity</u></p> <ul style="list-style-type: none"> • Continuity Department Experience Form • You MUST have a NABET 700-M UNIFOR Continuity member propose you
<p><u>Costume</u></p> <ul style="list-style-type: none"> • You MUST have a NABET 700-M UNIFOR Costume member propose you 	<p><u>Grip</u></p> <ul style="list-style-type: none"> • You MUST have a NABET 700-M UNIFOR Grip member propose you
<p><u>Hair</u></p> <ul style="list-style-type: none"> • 4 page Hair Department Qualifications package • A photocopy of your hair licence • You MUST have a NABET 700-M UNIFOR Hair member propose you 	<p><u>Labour</u></p> <ul style="list-style-type: none"> • You MUST have a NABET 700-M UNIFOR Labour member propose you
<p><u>Lighting</u></p> <ul style="list-style-type: none"> • You MUST have a NABET 700-M UNIFOR Lighting member propose you 	<p><u>Makeup</u></p> <ul style="list-style-type: none"> • 6-page written test • You MUST have a NABET 700-M UNIFOR Makeup member propose you
<p><u>Paint</u></p> <ul style="list-style-type: none"> • Check your skill set against required skills listed on technical profile • You MUST have a NABET 700-M UNIFOR Paint member propose you 	<p><u>Props</u></p> <ul style="list-style-type: none"> • Check your skill set against list of departmental criteria • You MUST have a NABET 700-M UNIFOR Props member propose you
<p><u>Set Dec</u></p> <ul style="list-style-type: none"> • Check your skill set against list of departmental criteria • You MUST have NABET 700-M UNIFOR Set Dec member propose you 	<p><u>Sound</u></p> <ul style="list-style-type: none"> • Check your skill set against list of departmental criteria • You MUST have a NABET 700-M UNIFOR Sound member propose you
<p><u>Transportation</u></p> <ul style="list-style-type: none"> • Must have valid DFZ class driver's licence (please provide a photocopy of your licence and driver's abstract no less than 30 days old) • You MUST have a NABET 700-M UNIFOR Transport member propose you 	



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FREQUENTLY ASKED QUESTIONS

1. What happens after I become a Permittee?

Once you've been approved, you'll be able to call in your availability on a weekly basis. When your department has utilized all of its members, our crewing department will begin calling Permittees. Each time that you work on a NABET 700-M UNIFOR production, 7% of your gross pay will be deducted and remitted to the union. This is your permit fee.

When you have acquired a minimum of \$2000 in permit fees in one department, you are eligible for full membership within the Union, providing you meet any other membership/departamental requirements and your work history is reviewed. New members are sworn in quarterly, and until you are sworn in as a member, permit fees will continue to be deducted from your pay.

2. I don't have the required 40 Days experience. How do I obtain that?

Seek out work experience on independent and non-union productions by calling places like the Canadian Film Centre (416-445-1446) or L.I.F.T. (416-588-6444) to see if they have any projects in production looking for help. Keep in mind that in many cases, these opportunities may be unpaid.

3. How much work will I get as a Permittee?

It's difficult to predict how much work you'll get as a Permittee. In general, some departments are busier than others, but overall it's entirely dependent on a number of factors such as how many shows we have in production, what kind of calls we're getting and how many members are already working. Keep in mind that you're a freelancer and steady work is not guaranteed. It's always good to have some back-up income.

4. When is the next NABETiquette Course?

If there is an upcoming date scheduled, it will be listed on the homepage of our website (www.nabet700.com).

5. I have many years of film experience. Do I still have to take the NABETiquette course?

Yes. Everyone must take it as part of the application process.

6. When will I find out if I'm a Permittee or not?

Your application must be reviewed by the Department and/or Vice-President of the department to which you are applying. You will be notified via mail once your application has been approved.

7. Why do I have to fill out the Relevant Past Employment page when I'm also handing in a resume?

The Relevant Past Employment page is meant to be a 40-day snapshot of your relevant work experience, while your resume is a more extensive work history. Please fill this page out in full. DO NOT write "see resume," as this may delay your application process or result in your application being rejected for non-completion.

8. I took the NABETiquette course prior to July 9, 2017 and did not submit a Permittee application yet. Am I still able to apply?

Yes. If you took NABETiquette prior to July 9, 2017, your certificate does not expire.

9. I took NABETiquette after July 9, 2017, applied within the 2 years and my application was rejected. Now that the 2 years have lapsed and I want to reapply, will I need to re-do the NABETiquette course?

No. You will not have to re-do the course so long as you initially applied within the 2 years.



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Name: _____

Address: _____

City, Prov., Postal Code: _____

SIN#: _____ Tel. #: _____

e-mail Address: _____

Cdn. Citizen?: _____ Date Of Birth: _____

Department: _____ Position: _____

Past/present membership in other Labour organizations: _____

I hereby agree to abide by the NABET 700-M UNIFOR, CLC, Constitution and By-Laws of the Union and by the By-Laws, Rules and Regulations as set forth by the Local in which I am a member.

Agreed To By Applicant _____
Signature

Print Name _____ Date: _____

For Member Use Only

Proposed By: _____ Date: _____
Signature

Print Name: _____ Phone # _____

Department/Position: _____

For Office Use Only

Date Received: _____

For Departmental V.P.

Date Reviewed: _____

Accepted: _____ Rejected: _____

Comments: _____



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Relevant Past Employment: *(detail 40 days work experience in film/television)*

YOU *MUST* FILL OUT THIS PORTION – PLEASE DO NOT WRITE “See Resume”

<u>Company</u>	<u>Position held</u>	<u>Dates</u>

Other Relevant Experience:

Professional References (different from proposer – does not have to be a NABET 700-M UNIFOR member)

<u>Name</u>	<u>Title</u>	<u>Phone #</u>
1. _____	_____	_____
2. _____	_____	_____



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TO FREELANCERS APPLYING FOR PERMITTEE STATUS WITH NABET 700-M UNIFOR

Before making an application to join, we are ensuring that you have been informed and are fully aware of your primary obligations as a member.

Articles 2.1 and 2.2 of the By-Laws stipulate that:

“The purpose of the local is to regulate in Canada sound labour relations between employees and employers in the film industry, commercial productions, stage productions and all other allied or associated industry (except where UNIFOR locals currently exist representing membership in these respective industries).

To bargain collectively for, to enter into and carry out and administer collective agreements and other related undertakings and agreements containing provisions as to rates of pay, hours of work and other terms and conditions of employment of labour and on behalf of its members to negotiate the adjustment of, or otherwise resolve, disputes arising out of the interpretation, application, and/or administration of such agreements”.

Kindly sign in the space provided below and return this form with your application.

Signature

Please Print Name

Date



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APPLICATION CHECKLIST

Please ensure that you have all required materials for your application by using this checklist. Any application that is handed in without the proper components may be immediately rejected.

- Application filled out **in full** – this includes page indicating your personal information, the Relevant Past Experience page, and the signature page.
- One (1) copy of your resume.
- One (1) copy of your **Worker** Health and Safety Awareness Training Certificate (MANDATORY)
- One (1) copy of your **Supervisor** Health and Safety Awareness Training Certificate (MANDATORY)
- Any additional materials required by your department (please check Departmental Requirements page for more information).
- One (1) copy of your NABETiquette certificate (you will be given two copies upon completion of the course).