



## **APPRENTICESHIP APPLICATION PACKAGE**

### **MANDATORY:**

- ☐ Application form filled out **in full** – this includes the page indicating your personal information, and the letter of interest.
- ☐ One (1) copy of your most updated resume.
- ☐ One (1) copy of your [Worker Health and Safety Awareness Training Certificate](#)
- ☐ One (1) copy of your [Supervisor Health and Safety Awareness Training Certificate](#).

### **Recommended:**

- ☐ Letter of referral (from former employer/teacher).
- ☐ Training/Certifications by department (list attached to this package).



## APPRENTICESHIP PROGRAM

We appreciate your interest in our Apprenticeship Program. Before filling out the requirements, please read the following introduction to the process:

[The Apprenticeship Program](#) is designed to provide paid placement opportunities to anyone who would like to begin a career in the film, television and digital media industry. This is a [training](#) ground for those who show interest in a specific department but have [little to no experience](#).

Given the rigorous and intensive program, participants gain a lot of hands-on experience working with our technicians and can later apply for [Permittee Status](#). The program is an excellent introduction into NABET as well as to the media production industry in general.

The apprentice's selection process is as follows:

1. Once the Producer (or Production Manager/PM) and department head (or Key) of a NABET production agree upon accepting an apprentice we forward them each candidate's application package.
2. If the Producer (or Production Manager/PM) and department head (or Key) are interested in your application, you will be contacted directly for an interview.
3. Once a decision has been made, Production then notifies us of who they've selected.
4. **Please note that the Union is not involved in the crewing/hiring of apprentices.**

The individual is hired on a NABET 700-M UNIFOR Deal Memo and paid a rate as per [Schedule 2](#) of our Collective Agreement (*page 4 - apprentice rates*).

Additionally, be aware that the program is highly competitive as the candidate pools for each department are large. The key to securing an interview with Production is an outstanding resume showcasing your unique skills, knowledge and creativity.

Some applicants may include a portfolio with their resume to make it more visually appealing and exemplify their achievements. Attaching a recommendation letter from former employers is highly recommended to provide insight into your work ethic. Since applications are kept on file for one year, you can give us an updated resume to maintain your application active for another year.

Please note that being included in the candidate pool differs from being hired as an apprentice. Only production handles the screening, selection and interview processes. Unfortunately, we won't be able to provide a timeline as to when/if a production will hire apprentices.

Furthermore, in regards to vaccination status, **individual policies vary**. Each production implements their own vaccination policy wherein "fully vaccinated" may be considered having *two doses* or *two doses plus the Health Canada recommended booster*. This is something being implemented on many of the service productions in the Province and productions of ours are beginning to implement the same, especially those with US cast or crew working on them.

We wish you the best of luck and hopefully will see you on set!



## APPRENTICESHIP INTAKE FORM

To enroll in the NABET 700-M UNIFOR Apprenticeship Program, please complete and submit this **form**, with your **resume** and relevant **certificates** to [apprenticeship@nabet700.com](mailto:apprenticeship@nabet700.com).

Applicants must include **ALL** required documents in a single message to avoid delays in processing. Incomplete submissions are **NOT** saved or kept on file.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ 2nd Phone #: \_\_\_\_\_

Do you identify as BIPOC? \_\_\_\_\_ Pronouns: \_\_\_\_\_

If you are under a Work Permit / Visa, please provide the expiry date: \_\_\_\_\_

Please select the department(s) you wish to be placed in (maximum of two (2) Departments):

- |                                       |                                 |                                   |   |  |
|---------------------------------------|---------------------------------|-----------------------------------|---|--|
| <input type="checkbox"/> Construction | <input type="checkbox"/> Grip   | <input type="checkbox"/> Lighting | <input type="checkbox"/> Props          | <input type="checkbox"/> Special Effects |
| <input type="checkbox"/> Continuity   | <input type="checkbox"/> Hair   | <input type="checkbox"/> Makeup   | <input type="checkbox"/> Set Decoration |  |
| <input type="checkbox"/> Costume      | <input type="checkbox"/> Labour | <input type="checkbox"/> Paint    | <input type="checkbox"/> Sound          |  |

How did you hear about the Apprenticeship Program? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please note that your application is valid up to 1 (one) year. If you wish to continue being listed in the Apprentice Program you must notify the office and submit an updated resume.*

## Letter of interest

***Please describe your interest in the media production industry and how this apprenticeship will help you achieve your professional goals.***

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## LIST OF CERTIFICATES

Below is a list of recommended training/certification by department. We highly recommend that technicians take this training to remain competitive and later apply for [Permittee Status](#).

Please note that it is **NOT MANDATORY** to provide the following certificates when applying for the Apprenticeship Program.

Continuity	Costume	Make-up	Sound	Lighting
<ul style="list-style-type: none"> <li>ScriptE (program)</li> <li>WHMIS</li> </ul>	<ul style="list-style-type: none"> <li>SyncOnSet (program)</li> <li>WHMIS</li> </ul>	<ul style="list-style-type: none"> <li>WHMIS</li> </ul>	<ul style="list-style-type: none"> <li>WHMIS</li> </ul>	<ul style="list-style-type: none"> <li>Working at Heights – <b>REQUIRED FOR MEMBERSHIP WITH NABET 700-M UNIFORM</b></li> <li>Aerial Lift – <b>REQUIRED FOR MEMBERSHIP WITH NABET 700-M UNIFORM</b></li> <li>William F. Whites Generator Operator Certificate – <b>REQUIRED FOR GENERATOR OPERATORS</b></li> <li>Electrical Safety</li> <li>Grounding and Bonding <ul style="list-style-type: none"> <li>WHMIS</li> </ul> </li> </ul>
Construction	Labour	Paint	Props	
<ul style="list-style-type: none"> <li>Working at Heights</li> <li>Aerial Lift</li> <li>Forklift</li> <li>WHMIS</li> </ul>	<ul style="list-style-type: none"> <li>Working at Heights</li> <li>Aerial Lift</li> <li>Forklift</li> <li>WHMIS</li> </ul>	<ul style="list-style-type: none"> <li>Working at Heights</li> <li>Aerial Lift</li> <li>Forklift</li> <li>WHMIS</li> </ul>	<ul style="list-style-type: none"> <li>Food Handler's Certificate</li> <li>Canadian Firearms Certificate</li> <li>WHMIS</li> </ul>	
Hair	Grip	Special Effects	Set Decoration	
<ul style="list-style-type: none"> <li>Active Certificate of Qualification at the Ontario College of Trades – <b>REQUIRED FOR PERMITTEES AND MEMBERS WITH NABET 700-M UNIFORM</b></li> <li>WHMIS</li> </ul>	<ul style="list-style-type: none"> <li>Working at Heights – <b>REQUIRED FOR MEMBERSHIP WITH NABET 700-M UNIFORM</b></li> <li>Aerial Lift – <b>REQUIRED FOR MEMBERSHIP WITH NABET 700-M UNIFORM</b></li> <li>Forklift</li> <li>WHMIS</li> </ul>	<ul style="list-style-type: none"> <li>Pyrotechnician Certification</li> <li>Propane Handling/Safety</li> <li>Working at Heights</li> <li>Aerial Lift</li> <li>Forklift</li> <li>WHMIS</li> </ul>	<ul style="list-style-type: none"> <li>Working at Heights</li> <li>Aerial Lift</li> <li>Electrical Safety</li> <li>Forklift</li> <li>WHMIS</li> </ul>	

### Important COVID-19 Information

Please be aware of COVID-19 restrictions and their application to our industry; particularly in the areas of **proof of vaccination and masking**.

While the Province may be easing restrictions in certain areas, there is nothing that [prohibits an employer](#) or business from maintaining measures they believe will [best ensure the safety of their employees](#). In addition to an employer's obligation to take necessary steps to protect the safety of its employees; specific to our sector, broadcasters, funders, and insurers, including Telefilm and the Short-Term Compensation Fund which many of our productions subscribe, are requiring that Producers take reasonable steps to mitigate the spread of COVID-19 on their production to not jeopardize their collective investment in the production.

Production protocols, working off the [Section 21 Committee COVID-19 Guidance](#), still largely remain in place on most productions. While this pandemic continues to evolve, NABET 700-M UNIFOR does not foresee productions rolling back any of those provisions at this time. This includes, but is not limited to, COVID-19 testing, the requirement to properly wear masks and other PPE, distancing in the workplace and, on some productions, a requirement to be vaccinated, and provide proof of such, against COVID-19.