



IATSE | LOCAL 891



Page 1 - HAIR DEPARTMENT APPLICATION FORM

Please indicate which status you are applying for:

PERMITTEE STATUS

SISTER LOCAL STATUS

Attach Letter of Good Standing

Membership Card (front & back)

Local # _____

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

Assistant Hairstylist

Hair Department Head

Second Assistant Hairstylist

***Copies of your resume and required documents (such as certificates, tickets, etc.) must be emailed to applications@iatse.com as attachments along with your completed application. PDF format preferred.**

Please complete the following details

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: _____

Last 4 digits of Social Insurance #:

Emergency contact-Optional: Name

Phone:

How did you find out about the role with Local 891 you are applying for?

Do you wish to share your pronouns with IATSE Local 891?

IATSE LOCAL 891 PERMITTEE AND SISTER LOCAL APPLICATION AGREEMENT – MUST BE SUBMITTED WITH APPLICATION

1. I, _____ acknowledge that I have read and will fully abide by the IATSE Local 891 (the “Local”) Availability and Dispatch Procedures that are located on the Local’s website [here](#). I understand that these procedures are subject to change at the discretion of the Local, and that it is my responsibility to monitor the website to stay apprised of any changes and to abide by them.
2. As a Permittee applicant, or once approved as a Permittee, I agree that I will not accept work within the jurisdiction of the Local without first gaining the Local’s authorization by a valid permit and/or record of Union dispatch. If I am contacted directly by a production, I recognize that it is my responsibility to verify my hiring by contacting the Local’s Dispatch at 604-664-8916. I acknowledge that it is my sole responsibility to ensure that I have been properly dispatched or work permitted by the Union, that repeated infractions of this kind can result in my removal from the Local’s permittee roster, and any unauthorized days worked will not count towards membership requirements.
3. I understand that if permitted or dispatched to accept work I am required to provide the Canadian and Provincial residency information sufficient to ensure that the production company is eligible to receive the federal and provincial incentives including tax credits. This information can be found on the Local’s website at [here](#).
4. I acknowledge and agree that any work I receive as a Permittee applicant or approved Permittee is also subject to the following:
 - Work is as a non-member of the Local and will not create or be counted towards retroactive seniority should I be granted membership in the future;
 - Work is of a very temporary nature, acceptance of such work does not create an entitlement to ongoing or future work, and there is no obligation on the Local to assist or provide future work opportunities as a non-member;
 - There is no guarantee of work; and,
 - The Local has the right to make the final determination of any/all work offered.
5. I acknowledge that my employment will be governed by the terms of the Master Collective Agreement, or other applicable stand-alone Collective Agreement of the Local, and the policies and procedures of the Local. In addition, I understand that I am required to consent to the deduction and remittance of working dues in the amount provided for under the Collective Agreement to the Local.
6. I acknowledge that in completing this application, I am not being offered membership in IATSE Local 891, and that this applicant agreement must be signed before I am entitled to accept any work offered.

BARGAINING AUTHORIZATION: In applying, I understand that the Local intends to apply to be certified as my exclusive bargaining agent and to represent me in collective bargaining.

CONSENT TO THE COLLECTION, USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION: I acknowledge that I have had an opportunity to read and agree to the Applicant Personal Information Policy located on the Local’s website [here](#) and I have had an opportunity to read and agree to the Local’s Privacy Policy located on the Local’s website [here](#).

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 this information provided in this application. I agree that any intentional misrepresentation on this application could result in the termination of my union status.

Dated: _____ **Signature** _____
Signature or typed initials providing your acceptance of this agreement



IATSE | LOCAL
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OURWORK.ca

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 or typed initial providing your consent

Date

Resource ID number
(To be added by staff)

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FILM & TELEVISION EXPERIENCE - list your film and tv experience below.

Please note: Work experience may be verified.

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: _____

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):



IATSE LOCAL 891



HAIR DEPARTMENT GENERAL DUTIES

The design and maintenance of all hairstyles for production is the responsibility of the Hair Department. The Hair Department Head articulates the Director's vision through cutting, styling and colouring actors and background performers hair, creating wigs and hair pieces, and ensuring continuity from shot to shot.

Hair Department Head

The Hair Department Head's duties may include:

- Supervising and being responsible for all work relating to the Hair Department,
- Creating and designing the look of all the characters through collaboration and discussion with individual Cast and relevant production crew including but not limited to the Director, the Makeup Department Head, the Costume Designer and the Production Designer,
- Supervising and scheduling the work of all assistants,
- Maintaining the Hair Department budget and all required show-related documentation,
- Maintaining Hair continuity by means of photos, notes, charts or any other methods necessary and approved by Production,
- Breaking down the script, researching and prepping for the execution of all looks,
- Procuring wigs, products, accessories, or tools,
- Organizing and scheduling any additional on or off-set services that may be needed,
- Maintaining proficiency and knowledge of cutting, dressing, styling and maintaining hair, wigs and pieces.

Assistant Hairstylist (1st Assistant/Key 1st Assistant)

The Assistant Hairstylist duties may include the same duties as the Hair Department Head and may be charged to assume the same responsibilities in the absence of the Hair Department Head.

Second Assistant Hairstylist

The Hairstylist may be assigned cutting, styling, sometimes processing or looking after cast by the Assistant Hairstylist (1st Assistant/Key 1st Assistant) or the Hair Department Head in accordance with their experience and capabilities. Often the Second Assistant Hairstylist works with background performers but may be assigned other tasks at the discretion of the Hair Department Head.

****Note: All Hairstylists and their Assistants shall hold and maintain a Hairdresser's license and be a practicing Hairdresser.**

***This description is for applicant purposes only. Actual duties may differ from this description.**

Please indicate which position(s) you are applying to in the Hair Department:

Hair Department Head Assistant Hairstylist Second Assistant Hairstylist

HAIR DEPARTMENT PERMITTEE APPLICATION

REQUIREMENTS

Applicants **MUST** have proof of the following criteria and attach copies of certificates (please check mark):

- _____ WHMIS 2015
- _____ Motion Picture Industry Orientation Certificate - <https://www.actsafe.ca/>
- _____ Actsafe Motion Picture Safety Awareness certificate - <https://www.actsafe.ca/>
- _____ Current Red Seal Hairstylist certificate **OR** BC Hair License **OR** CofQ from the BeautyCouncil of Western Canada certificate
- _____ Proof of three years of current salon experience after receipt of Hairdressing license/Red Seal ([sample work verification letter](#))
- _____ Proof of 60 days in film/television/commercials/theatre as a hairdresser ([sample work verification letter](#))
- _____ An up-to-date resume, citing education, apprenticeship, training, and all related work experience
- _____ Have all weather gear which includes rain gear outerwear and proper boots (inclement weather)
- _____ Completion of the IATSE 891 Hair Department Orientation Course (this is by invitation only from the union office)
- _____ Read and review the Hair Department highly recommended hygienic Kit list (included in this application)
- _____ Save your completed application (this document) and supporting documents and submit to applications@iatse.com

HAIR DEPARTMENT PERMITTEE APPLICATION

ASSETS

Hair Department Assets (provide proof and attach copies of certificates-please check mark):

Wig Maker – requires the requirements of a Hairstylist PLUS:

_____ Wig building course by a recognized Wigmaker

_____ Proof of a minimum of 2 years of experience in theatre, film, T.V, commercials, or related field as a wig maker ([sample work verification letter](#))

Barber – requires the requirements of a Hairstylist and BCBA Certificate (recommended)

_____ Please add all special skills, copies of education certificates and/or course completion to showcase your talents.

IMPORTANT INFORMATION:

- Each individual employer enforces strict confidentiality and social media policies. Violations of these policies may have adverse consequences for your employment and union status.

Most employers 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. ****Please do not forward copies of your drivers license, as this information is not required for your application.***

HAIR DEPARTMENT PERMITTEE APPLICATION

HAIR DEPARTMENT HIGHLY RECOMMENDED HYGIENIC KIT LIST (the employer may require)

For all members, permittees, day calls/1st & 2nd Assistants

*Please note this is a minimum recommended list, the employer may recommend/require further items

- Set bag
- Cutting Capes – at least two or disposable
- Towels
- Hair cutting shears
- Straight razor with extra blades
- Clippers with guards
- Neck brush
- Sanek strips
- Blow dryer and attachments, diffuser
- Curling irons in various sizes
- Flatiron
- Variety of hot tools an asset, crimper, waver, Hot comb, hot rollers, etc
- Rechargeable irons or butane
- Silicone heat mat
- Variety of combs, cutting, clipper, rat tail, pin tail, back combing, wide tooth, heat resistant, pick
- Variety of brushes, round, paddle, club, back combing, styling
- Disinfectant spray for brushes and combs
- Disinfectant spray for cutting implements
- 99% alcohol
- Hand sanitizers
- Water bottle
- Hair clips for cutting, such as jaw clamps
- Hair elastics in black, brown, blonde, and clear
- Bobby pins in various colours and sizes preferably matte
- Hairpins in various sizes and colours preferably matte
- Various styling products for different hair textures and needs
- Glue kit with spirit gum, brushes, alcohol & orange-wood stick
- Wig caps
- Hair nets
- Toupee clips, snap clips, wig tape
- Colour sprays in various colours
- Wow pallets or something similar; (Toppik)
- Illustrator hair palettes & aging palettes an asset
- Power bar
- A set chair small or compact chair
- Rain gear to include outerwear and proper boots (inclement weather)
- Sunscreen
- Bug Spray
- Radio head set
- Wig Stand