



# TEAMSTERS LOCAL UNION NO. 155

Representing Employees in Movie Production, Trade Shows & Related Industries, Office, Public Sector  
& Miscellaneous Jurisdiction in the Province of British Columbia & the Yukon Territory, Canada  
AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS & TEAMSTERS CANADA



**O F F I C E U S E O N L Y :**

**10-08**

APPROVED

TITAN

DDT

DISPATCH

MISCELLANEOUS DIVISION

PERMITTEE

FIRST NAME AND MIDDLE INITIAL:

LAST NAME:

ADDRESS:

CITY:

POSTAL CODE:

EMAIL ADDRESS:

BIRTHDATE: MM/DD/YYYY

CELL PHONE:

ALTERNATE:

SIN:

EMERGENCY NAME:

RELATIONSHIP:

BEST CONTACT #:

## Current Driver License Info:

Province:

ID #:

Exp. Date:

Class:

Did you obtain your qualifications because it was required by Local 155? (circle)

YES

NO

**You will only be contacted by our office  
if your application has been approved.  
Unsuccessful applicants will not be contacted.**

**ALL APPLICANTS MUST:**

Have their own transportation, an operational cell phone, clear command of the English language, good working knowledge of the lower mainland, and be willing and able to work in all types of weather.

**MISCELLANEOUS CHECK LIST OF REQUIREMENTS**

**MINIMUM REQUIREMENTS FOR PERMITTEE:**

- Completed Application Form
- Copy of BC Drivers Licence
- Copy of Resume
- Copy of WHMIS
- Copy of Motion Picture Safety Awareness Course  
Available at (Actsafec.ca)

**APPLICATIONS NOT MEETING MINIMUM  
REQUIREMENTS WILL NOT BE PROCESSED**

**QUICK REFERENCES:**

Email: [dispatch@teamsters155.org](mailto:dispatch@teamsters155.org)

Website: [www.teamsters155.org](http://www.teamsters155.org)

Phone: 604-876-8898

Fax: 604-873-1595

Certificate Links:

[Actsafec.ca](http://Actsafec.ca)

[St. John Ambulance](#)

[Worksafe BC](#)

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**WORK HISTORY PRIOR TO LOCAL 155**

(In chronological order, starting with most recent)

|                     |        |              |
|---------------------|--------|--------------|
| Company:            | Phone: |              |
| Address:            |        |              |
| City:               | Prov.: | Postal Code: |
| Position Held:      | From:  | To:          |
| Reference Name:     | Phone: | Job Title:   |
| Reason For Leaving: |        |              |

|                     |        |              |
|---------------------|--------|--------------|
| Company:            | Phone: |              |
| Address:            |        |              |
| City:               | Prov.: | Postal Code: |
| Position Held:      | From:  | To:          |
| Reference Name:     | Phone: | Job Title:   |
| Reason For Leaving: |        |              |

|                     |        |              |
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|                     |        |              |
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| Reason For Leaving: |        |              |

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## ACKNOWLEDGEMENT

I certify that all information provided in this application is true and correct. I understand that any false information or omission of information will disqualify me from further consideration for referral work and will result in my dismissal from the referral list if discovered at a later time. Furthermore, I am in receipt and understanding of the Employment Referral Procedures. **I acknowledge that if I commit any of the listed infractions I may be suspended from or in repeated occurrence permanently removed from the referral list.**

I have authorized, designated and chosen said labour organization to negotiate, bargain collectively, present and discuss grievances with my Employer, as my representative and my sole and exclusive collective bargaining agency, and I do hereby confirm the same in all respects. I shall abide by the Constitution, Bylaws, decisions, rules, regulations and working conditions of Teamsters Local Union No. 155. I base my application on the above facts, which I affirm to be true.

I agree that the Employer shall deduct from my gross fee or gross pay, as applicable, the 3% working dues or 3% service fees (whichever is applicable) and remit same to Teamsters Local Union No. 155 while employed on any production.

**Employment in the motion picture/film industry is considered to be employment in a position of trust. Strict adherence to this Code of Conduct is required during the course of employment and in all dealings and communication with the Union and its officers and employees.**

Local 155 does not advertise or solicit for referral:

A. How did you hear of Local 155?

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B. Who referred or gave you contact info for Local 155?

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C. I have read the Code of Conduct (*Circle*)

**YES NO**

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D. A copy of all tickets and licenses must be included with the application form. **YES**

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**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**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.

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**Last 4 digits of S.I.N.**

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**Printed Name**

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**Signature**

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**Date**

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## **MISCELLANEOUS MEMBERSHIP REQUIREMENTS**

1. Minimum of ninety (90) working and dispatched days

Please contact EP (604-987-2292) ask for a “155 Days Worked Report,” and;

Please contact Cast and Crew (604-437-6363) and ask for a “Hours Worked Report.” They can also be emailed at:  
[infovancouver@castandcrew.com](mailto:infovancouver@castandcrew.com).

There is no charge for any report we require.

As a secondary option, follow these steps:

- One photocopy (no originals) of paystub per page not stapled
- Put in chronological order (oldest photocopied cheque stub being on top through to the most current on the bottom)
- Do not bring in more than one copy of photocopied paystubs

2. A letter of recommendation from an applicable department head

Below are permittee requirements, but must still be met at the time of your application:

1. 10-08 Application Form
2. Copy of current Driver’s License
3. WHMIS certificate
4. Current Level 1 O.F.A. First Aid Certificate
5. Actsafe’s Motion Picture General Safety Awareness certificate
6. Current Transportation of Dangerous Goods certificate
7. Signed waiver

**\*\*\*\*Your Dispatch History is Available Upon Request\*\*\*\***

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**TEAMSTERS LOCAL UNION NO. 155**  
**CODE OF CONDUCT**  
(Reserve List and Permittees)

**Article No. 1.00 – PRINCIPLES**

- 1.10 The purpose of this Code of Conduct is to allow for the implementation and operation of a system so as to enhance the service and image provided to the Producer, by the Teamsters. This Code of Conduct recognizes that maintaining the highest levels of jobsite professionalism is the joint responsibility of the Union member/employee, the Union and the Producer.
- 1.11 This Code of Conduct is our commitment to uphold the highest industry standards in the workplace and ensure customer satisfaction. It will promote the Teamsters' world-class skills and safe efficient work practices on the jobs performed for our signatory Producers.
- 1.20 This Code is meant to support, but not replace, the use of good judgment regarding personal and professional conduct. The absence of a specific policy or regulation does not relieve any Teamster from the responsibility of exercising the highest standards in any situation.
- 1.30 The main objective of this Code of Conduct is to provide a referred work force and implement guidelines in correcting unacceptable behavior or unsatisfactory performance by any person referred to employment in the industry by the Union.
- 1.40 Reserve list and Permittee workers are expected to conduct themselves in a manner that promotes the Union's reputation in a positive light and ensures continued confidence in the Union.
- 1.50 Reserve list and Permittee workers must treat all persons honestly and fairly, with respect and proper regard for their rights, entitlements, duties and obligations, and at all times act responsible in the performance of their duties.

**Article No. 2.00 – SCOPE**

- 2.10 This Code shall be adhered to by all Reserve List and Permittee workers.
- 2.20 This code shall apply (in general during the course of employment) to not only job sites, but all related areas (lunch tents, craft service and public areas).  
Temporary accommodations for those being paid subsistence pay;  
Union meetings/scheduled social events;  
Union office premises;  
Company provided transportation.

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**Article No. 3.00 – ENFORCEMENT OF CODE OF CONDUCT**

3.10 The Code of Conduct is considered to be a part of the Teamsters Local Union No. 155 Motion Picture Dispatch Rules and a violation of any aspect of this code will result in the termination of Reserve List or Permittee status.

**Article No. 4.00 – BREACHES OF CODE OF CONDUCT, COMPLIANCE AND RESPONSIBILITIES**

4.10 Reserve List and Permittee workers must be aware of the consequences for undesirable and/or unacceptable behaviours.

4.20 Some examples of undesirable and/or unacceptable behaviour or actions, which will be treated as a violation of this Code of Conduct are:

Insubordination;

Threatening Behaviour;

Fighting;

Assault;

Under the Influence of alcohol, drugs or other narcotics at work or while operating machinery or driving a company vehicle;

Willful damage to company property;

Disruption of Company Activities

Misuse of Company Property;

Unauthorized possession or removal of Company Property;

Unauthorized possession of a weapon on Company premises or use, or threatened use, of any such weapon;

Making of and/or presenting false documents, information or evidence for personal gain;

Altering, falsifying or misrepresenting official Company documents, with the intent of defrauding or trying to defraud.

Intimidation or victimization (either verbal or physical);

Disorderly Conduct;

Breach of Company and/or Unions rules or procedures;

Sexual Harassment;

Sleeping on duty (without prior consent);

Negligence;

Insulting, rude or insolent behaviour;

Violation of published Code of Conduct;

Misrepresentation of skills;

Inappropriate Clothing;

Lack of Good Personal Hygiene;

Tardiness;



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**Article No. 5.00 – REPORTING**

**5.10** Breaches of/or problems arising under the Code of Conduct may be reported, in writing, to the Local Union by any of the following:

The Producer;  
Shop Steward;  
Member;  
Captain or Coordinator;  
The Union;

If a complaint is raised it will be supported with documentation

**Article No. 5.00 – POSITION OF TRUST**

**6.10** Employment in the motion picture/film industry is considered to be employment in a position of trust. Strict adherence to this Code of Conduct is required during the course of employment and in all dealings and communication with the Union and its officers and employees.