

## MODEL APPLICATION FORM

Date of Application: \_\_\_\_\_

Male: ☐

Female: ☐

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number (s): \_\_\_\_\_

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

SIN \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Hair Colour / length: \_\_\_\_\_

Build: \_\_\_\_\_

Any other Pertinent Information (Dance experience, Karate, Judo, Health problems, etc.)

---

### Three Character References – Full Name and Phone for each

1. \_\_\_\_\_  
(Name) (Relationship) (Phone number)
2. \_\_\_\_\_  
(Name) (Relationship) (Phone number)
3. \_\_\_\_\_  
(Name) (Relationship) (Phone number)

### EMPLOYMENT POLICIES FOR MODELS AT NSCAD

Work conditions: Every effort is made to provide a comfortable and private environment. It is the policy of the College that models who are not able to arrive on time for classes should contact the division secretary as soon as possible. However, reliability is important, and models that demonstrate a pattern of tardiness or absences will not be contacted for future employment. As well attitude plays a significant role in your job as a model, please keep in mind the instructors must conduct classes during your sessions, please allow them to do so.

Please sign below to verify you have read the above and comply with the above policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

Please note that all information will be kept confidential and on file in this office.

## INFORMATION SHEET FOR MODELS

### General Information

Models are paid uniformly throughout the College a wage of \$17.00 / hour plus 4% vacation pay (minus usual revenue Canada deductions). Each division is responsible to ensure payment for the sessions conducted in their division. **Payroll will direct deposit all payments on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Paycheques cannot be issued. At the time of hire (following reference checks) the Administrative Assistant will request voided cheque for payroll purposes. If you do not have a chequing account your bank account number and branch number must be supplied.** Time sheets are submitted for pay periods between the 1<sup>st</sup> and 15<sup>th</sup> / 16<sup>th</sup> – 30<sup>th</sup>. (eg work performed the 1<sup>st</sup> and 15<sup>th</sup> will be paid on the 30<sup>th</sup> of the month and work performed between the 16<sup>th</sup> and 30<sup>th</sup> will be paid on the 15<sup>th</sup> payroll). Bookings will usually be through email with as much advanced notice as possible. Sessions should assumed to be as nude unless otherwise noted. If you wish to be a clothed model only please note on your application.

### Models Information

Models should provide divisions with an effective means of contact (phone numbers, etc.); should give at **least two days notice of cancellation** (except in emergencies). As the models' population and requirements for models vary, it will be impossible to accurately predict the hours of work available to any individual. As this is not a full-time job, and as requests for individuals must be honoured where possible, the divisions will distribute work assignments as democratically as possible.

### Work Availability

While Administrative Assistant will have a general idea of the number of hours models will be needed in some classes they will not be able to guarantee work.

### Information for Inexperienced models

Inexperienced models often have trouble anticipating when a pose will be painful or impossible to hold, and instructors can offer suggestions but are not always able to anticipate a difficult pose. Therefore, it is a good idea to practice, standing, sitting, etc. on a floor or unpadded chair before your first working day. Weight should always be distributed as evenly as possible; even when the pose involves twisting or leaning, it is possible to maintain it for 25 minutes without pain or stress.

### Length of Classes and Poses

Classes may be 3 – 5 hours long, with poses anywhere from 5 seconds to 5 hours. Find out what will be required of you – drawing classes are usually less strenuous than sitting for a long pose in painting.

**DO NOT ACCEPT ANY JOB UNLESS YOU ARE PREPARED TO COMMIT YOURSELF.**

### Responsibility of the Model

Any model who comes late, leaves early, or distracts students by talking or moving repeatedly, has failed to recognize how collaborative a role they play and will probably not be employed again by that instructor.

### Working Conditions and Requests for Change

If a model has a problem in a class, they should first speak to the instructor and attempt resolution without disruption or undue disturbance to the class. Working conditions include a 5 minute break every 25 minutes if necessary; ventilation without open windows or doors; extra heat as necessary (e.g. portable heaters); privacy from casual observation (doors and windows covered and through traffic stopped); safe and reasonably comfortable materials to support or touch the model. Should these conditions or reasonable requests for such be denied, the model can leave in extreme circumstances and notify the division secretary immediately. It would be preferable that the model discuss their discomfort with the instructor immediately.

### Responsibility of the Administrative Assistant

Should the model or faculty have unresolved conflicts (including issues of pay), each should inform the appropriate Administrative Assistant. His or her responsibility will only be to record requests for renewal or non-renewal for employment specific to those individuals, and to honour such requests. This means not only that faculty and models can choose to work (or not to work) with one another without jeopardising their ability to work or have models; it also means that anyone questioning or challenging such a request must take it up with the individual who made it, not with the assistant.



# Direct Deposit Form

As of January 1, 2004, payroll distribution will be by direct deposit only.

Payroll cheques will no longer be issued; all disbursements will be made electronically into personal bank accounts. In order to facilitate this process, you must provide to the Business Office, two weeks prior to the start of your course, a 'VOID' cheque from your account. If you have submitted a Direct Deposit Form in the past, and the account information has not changed, you do not have to resubmit.

I \_\_\_\_\_, the undersigned, do hereby agree to use the following banking facility in Canada for payroll purposes and authorize the Nova Scotia College of Art and Design (NSCAD University) to make payroll deposits to this account.

**A VOID CHEQUE OR DEPOSIT SLIP MUST BE ATTACHED, OTHERWISE ONUS ON EMPLOYEE FOR ACCURACY.**

**All areas must be completed.**

Name of Banking Facility (must be a bank in Canada)	
Address	
Type of Account	
Bank No.	
Transit No.	
Account No.	
Signature	Date