

# ASSISTANT DIRECTORS TRAINING PROGRAM 2012

## DIRECTORS GUILD-PRODUCER TRAINING PLAN

### PROGRAM DESCRIPTION

The mission of the Directors Guild – Producer Training Plan is to provide motion picture and television industry training as directed by the Alliance of Motion Picture & Television Producers and the Directors Guild of America.

The Assistant Directors Training Program recruits a diverse group of applicants from across the United States and provides selected candidates with education, training and paid experience in professional settings, facilitating their development into successful Assistant Directors. The Training Program's ultimate goal is to provide the Directors Guild of America and the Alliance of Motion Picture & Television Producers with Assistant Directors of the highest professional quality.

In order to graduate from the Program, you will be required to complete 400 days of paid, on-the-job training and attend regular unpaid curriculum-based seminars relating to aspects of the industry and your role as an Assistant Director Trainee. During this time, you must live in the Los Angeles area and you will be required to arrange for your own transportation at differing hours of the day and night to a variety of studio and production locations over a large geographic area. You must be reachable and available on short notice for work assignments. You will be assigned to work on episodic television, television movies, pilots, mini-series and feature films in Los Angeles and other various locations. Trainees are not employees of the Training Plan. For the on-the-job training, Trainees are employed directly by studios and production companies. All such employment is subject to the DGA Basic Agreement (a collective bargaining agreement), Training Program Rules & Regulations and studio and production company policies.

The Program is designed to give participants the basic knowledge of the organization and logistics of motion picture and television production, including set operations, paperwork and the applicable working terms and conditions of the collective bargaining agreements for numerous guilds and unions. You will learn to deal with many different cast and crew members while you problem solve in highly varied and sometimes difficult situations. Trainee work is physically demanding and is characterized by long hours and may include periods of unemployment between assignments.

Upon satisfactory completion of the Program, your name will be placed on the Southern California Area Qualification List (QL), making you eligible for employment as a Second Assistant Director and eligible for membership in the Directors Guild of America. There is no guarantee of future employment following Program completion. The career ladder most frequently followed by Assistant Directors is Second Assistant Director, First Assistant Director and Unit Production Manager. This Program emphasizes administrative, managerial and interpersonal skills. Although some of our graduates have become Producers and/or Directors, an Assistant Director is **not** a junior director or director-in-training.

### SUMMARY OF APPLICATION AND SELECTION PROCESS

**NOTE TO PREVIOUS APPLICANTS: CHANGES HAVE BEEN MADE TO THE 2012 APPLICATION AND DEADLINES DIFFER FROM PAST YEARS. READ CAREFULLY! All documents for this application must be included in the package mailed. TRANSCRIPTS AND OTHER SECTIONS MAY NOT BE SENT SEPARATELY.**

**Application:** Your completed application, including all required College Transcripts and/or Work Experience Equivalency Forms, **must be postmarked on or before November 1, 2011.** We do not accept faxed, emailed, or hand delivered application materials. You may send the application materials "Track & Confirm" via USPS and track your delivery status online. You may use any alternative delivery service that will allow for you to track the package online or via a customer service phone number. **WE WILL NOT ACCEPT PACKAGES REQUIRING SIGNATURES!** You may also include a self-addressed, stamped envelope or postcard and upon receipt of your materials we will mail it back to you. This will only confirm receipt, not completeness or acceptance. **We will not acknowledge receipt of applications via telephone. Do not attach documents together with staples or any other binding.**

**Evaluation Period:** All complete applications postmarked by the deadline will be reviewed by our Selection Committee from November 2011 through February 2012. Please do not send additional materials during this period.

**Notifications:** Each Program Applicant will be notified by mail in late February 2012 whether or not they will proceed to the next step in the selection process.

**Group Assessment:** Selected Program Applicants will be invited to a one-day Assessment Center to be held in Los Angeles during April or May 2012. Candidates must travel at their own expense if they are not already residents of Los Angeles.

**Individual Interviews:** A select group of Candidate Finalists who have successfully completed the Assessment Center will be invited to be interviewed by a Committee of the Board of Trustees during the week following the Assessment Center (April or May 2012).

**Successful Candidates:** Candidate Finalists who are selected to become members of the 2012 Assistant Directors Trainee Class will be notified in May or June 2012 and should be prepared to begin Orientation in late June or July 2012.

**Inquires: Tel. 818.386.2545 - mail@dgptp.com - www.trainingplan.org**

**Application Materials must be returned postmarked on or before November 1, 2011.**

**Mail Completed Applications To: Assistant Directors Training Program/DGPTP, Attn: 2012 Applications  
15301 Ventura Blvd., Bldg E #1075, Sherman Oaks, CA 91403**

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### ELIGIBILITY REQUIREMENTS

#### All Program applicants must:

1. Have employment eligibility to work in the United States for any employer (we cannot sponsor or sign visas); *and*
2. Have a high school diploma or GED; *and*
3. *Have a demonstrated interest and/or experience in the motion picture and television, entertainment or related industries which can include education, paid or unpaid work experience or volunteer work; and*
4. *Have at least one of the following:*
  - a) A Bachelors or Associate degree from an accredited college or university; *or*
  - b) Certification that you are a currently enrolled student who will complete your course work and graduate with an Associate or Bachelors degree no later than July 1, 2012; *or*
  - c) Written proof that you attained at least the level of **E-5** in a branch of the U.S. military service (a copy of your official DD Form 214 or a document on official letterhead, identifying the separation date and the condition of your Honorable Discharge); *or*
  - d) Two years (520 actual workdays) of full-time paid employment (or its part-time equivalent). You may also use a combination of college credits and paid employment to meet the eligibility requirements. *The combination must equal two years and be balanced (i.e. one year of college credits and one year of work experience). Employment does not have to be motion picture or television industry related.*

### ESSENTIAL PHYSICAL REQUIREMENTS

#### The following are the essential physical requirements of the Trainee position:

**Mobility:** Ability to move rapidly and easily across a variety of terrains, including, but not limited to, performing tasks in and around sets, which can include bundles of cables, steps and stairs, between stage walls, and standing on concrete or stage floors for prolonged periods. Ability to travel rapidly across uneven ground, including rocks, sand, gravel, uneven pavement and walk long distances and have the ability to be on one's feet continuously for numerous hours at a time.

**Communication:** Ability to speak loudly and clearly, hear and see well enough to communicate easily and quickly with large or small groups of people, as well as with individuals either directly or by using a walkie-talkie, cell phone, or other technical equipment. Most likely, all of the foregoing abilities may be required simultaneously.

**Stamina:** Ability to remain continuously alert throughout long working days and during numerous back-to-back days and/or nights of work.

**Environmental Conditions:** Ability to withstand prolonged exposure to a variety of environments, including but not limited to: sun, bright lights, noise, dust, smoke, wind, rain, snow and other extreme elements of weather both natural and man-made.

### ASSISTANT DIRECTOR TRAINEE JOB DUTIES, WORKING CONDITIONS AND HOURS

**Under the supervision of the Unit Production Manager (UPM) and Assistant Directors (ADs), the Trainee provides managerial, administrative, communication, facilitation and support to the entire cast, crew and production personnel working on a production. Essential job functions of the Trainee position include, but are not limited to:**

**Paperwork:** Accurately completing detailed paperwork on a daily basis and delivering that paperwork to the production office at the day's end.

**Communication:** Communicating the on-going status of all elements of production to everyone associated with the production, including constantly advising the ADs of their own location and the location of actors and crew, as well as what tasks they have completed and when they were completed. Quickly relaying changes in schedule and plans to actors, crew, background, and the production office. Distributing paperwork, schedules, scripts and script revisions (as prioritized by the ADs) to actors, crew and background.

**Organization:** Organizing the movement of actors and background in and out of the make-up, hair and wardrobe departments and verifying and communicating when actors, background and crew are due to set. Escorting actors and background to the set, properly prepared and on time, and signing them out when dismissed from set.

**Planning Ahead and Problem Solving:** Working in advance of each scene, monitoring the progress of the crew's work to ensure that all needed elements are ready for the on-going shoot. Anticipating, reporting and helping to solve any problems that may arise.

**Set Operations:** Assisting the ADs in running the set by helping set background action, coordinating crowd and traffic control, maintaining quiet on the set during rehearsals and shots, loudly and clearly relaying instructions given by ADs on set, addressing large and small groups of people by making announcements, and by helping to solve problems that may interrupt actual shooting.

**Facilitation:** Facilitating and assisting production continuity by responding to departmental requests; monitoring the safety of the set and communicating safety problems to the ADs; learning union and guild contractual requirements and dealing with compliance issues; taking breakfast, lunch and dinner orders and seeing to their delivery; answering phone, beeper, radio, and walkie-talkie communications; locating people; and taking and delivering messages.

**Interpersonal/Work Environment:** Fitting within (and usually at the bottom of) a management hierarchy. Interacting with, solving problems for, motivating and serving a large group of people. Handling multiple tasks simultaneously and constantly prioritizing with frequent interruptions. Being alert, positive and approachable by everyone. Coping effectively with widely diverse personalities. Working in close proximity to animals, firearms, special effects and stunts. Working in or around bodies of water, and other natural hazards.

**Hours:** Work hours are long and often involve protracted periods of near-constant movement. The typical workday is 12 to 16 hours. The work schedule within a given project can shift radically. For example, working Monday through Friday and shifting to a Wednesday through Sunday schedule after several weeks. Alternatively, starting the week working from 6:00 a.m. until 8:00 p.m. and ending the week working from 5:00 p.m. until 7:00 a.m. the following morning.

**Trainee Wage Scale:** The minimum wage scale for Trainees effective July 1, 2011 is: **1<sup>st</sup> 100 days of work=\$711/wk** **2<sup>nd</sup> 100 days of work=\$763/wk** **3<sup>rd</sup> 100 days of work=\$818/wk** **4<sup>th</sup> 100 days of work=\$873/wk.** These minimum weekly salaries are based on a minimum of 54 hours worked per week; most Trainees work many more hours than the minimum, and are paid applicable overtime. Upon graduation from the Program, you will be eligible for employment as an Assistant Director. The minimum weekly salary for a DGA 2<sup>nd</sup> Second Assistant Director, as of July 1, 2011, is \$2,835.

**Work Assignments:** The Training Plan Administrator assigns Trainees to work on productions. Such work is freelance and is often assigned on a moment's notice. Although you will be allowed to seek alternative employment while not assigned to a project, you must always be available for your next assignment. Due to the freelance nature of production work, you will experience periods of layoff. While the Training Plan office works diligently to secure employment opportunities for all Trainees, we cannot guarantee continuous employment. You may be eligible for unemployment benefits during such periods, or seek temporary work if pre-approved by the Administrator. Trainees who find themselves in dire financial straits while in the Program may be eligible to apply for short-term, low-interest loans, from the Michael P. Schoenbrun Emergency Loan Fund.

## TRAINEE SELECTION AND PLACEMENT

We usually accept up to 20 Trainees each year, determined in large part by the projected employment outlook in the motion picture and television industry. ***You must be available to attend New Trainee Orientation in June or July 2012 and begin work shortly thereafter.*** If you are accepted into the Training Program, you must make a commitment to complete it in its entirety. Without that commitment, you would take the position of another more fully committed candidate. Acceptance into the Program does not guarantee that you will graduate from the Program. To remain in good standing, you must meet all the standards of work performance and behavior mandated by the Training Plan's Board of Trustees, and abide by the applicable terms of the Plan's Trust Agreement and by the Program's Rules & Regulations. You will be given copies of these documents upon acceptance into the Program.

## APPLICATION INSTRUCTIONS

There are ten sections to this application. **All ten sections are due in our office or postmarked on or before November 1, 2011. All completed sections must be in one package.** Below are specific instructions for various sections of this application.

**Section 1 - Personal Status**

**Section 2 - Application Category**

**Section 3 - Educational Record**

**Section 4 - Applicant Declaration**

**Section 5 - Voluntary Survey**

**Section 6 - Applicant Essays**

**Section 7 - Employment Record**

**Section 8 - Resume**

**Section 9 - Transcripts**

**Section 10 - Work Experience Equivalency Form(s)**

Pages included in this application have an ID# box in the upper right corner of the page. An Applicant Number will be issued when the application arrives in the Training Plan office. With the exception of pages 6 & 7, do not write your name on the application pages or write in the ID# box.

## SECTION 1 - PERSONAL STATUS

Please complete this section with the appropriate information.

## SECTION 2 - APPLICATION CATEGORY

**Choose only one category.** The supporting documents required for this section depend on which application category you select. **Military Service applicants** will be required to submit official proof (a copy of your official DD Form 214 or a document on official letterhead, identifying the separation date and the condition of your Honorable Discharge) of having been discharged at the level of **E-5 or above** (or its equivalent) in a branch of the U.S. Military Service. Military Service applicants must submit any official transcripts if there are any listed in Section 3.

### SECTION 3 - EDUCATIONAL RECORD

Applicants with any type of degree or credits **must submit official transcripts.** (Submit with this package!) **Currently enrolled students who are scheduled to receive an Associate or Bachelors degree by July 1, 2012** will be required to submit a letter from the Registrar's office indicating your projected graduation date with your application materials. **If you are a candidate finalist chosen to become a member of the 2012 Trainee Class, you will then have until July 1, 2012 to submit proof of graduation to the Training Plan.** You must list all the colleges in Section 3! GPA must be filled in or write N/A if it is not noted on the transcripts. **If you have listed a certificate you were awarded in Section 3, you must include a copy of the completion certificate.** Do not send copies of diplomas.

### SECTION 4 - APPLICANT DECLARATION

Please read this carefully before signing and include in the package.

### SECTION 5 - VOLUNTARY SURVEY

We appreciate you completing this voluntary survey, which gathers information required by applicable state and federal law. The information gathered will be kept separate from your application and will be used for statistical purposes only; it will not be used in the admissions process and will have no bearing on your admissions status.

### SECTION 6 - APPLICANT ESSAYS

- Please answer the following questions in a typed format using black ink on single sided white paper measuring 8 ½ by 11 inches with 1" margins on the top, sides and bottom of the page, text double-spaced in Times New Roman 12 pt. font.
  - Essay questions and answers from questions 1. A - 1. D should be consolidated to no more than two pages. Total essay page submission will not be no more than 4 pages.
  - You must restate the essay question title and/or question for each subject exactly as it is written in the instructions below. You are welcome to bold or italicize or make the question title font smaller if you wish.
- 1) **Each response should be no longer than half a page. Use no more than a total of two pages** to summarize.
    - A) Your reasons for wanting to be an Assistant Director Trainee;
    - B) Your short and long-term goals in the entertainment industry, 5 years, 10 years;
    - C) How you have confronted and overcome adversity (hardship) in your academic and/or work life (be specific: the situation/what you did/the results);
    - D) Experiences that illustrate that you have the potential to be a successful Assistant Director. Do not feel restricted to traditional criteria such as academic records, work history or organizational involvement.
  - 2) **Personal Accomplishment:** Use no more than half a page to describe the one thing you have accomplished which makes you the most proud.
  - 3) **Organizational Experience:** Use no more than half a page to demonstrate, with specific examples, the skills you have in: organizing people or events; setting and achieving group goals; juggling conflicting priorities; and handling multiple tasks concurrently. This may be based upon experiences in the workplace, high school, college or activities outside of work or school. Focus on the role you played in those activities.
  - 4) **Hobbies and Interests:** Use no more than half a page to describe your interests *outside of* film/television.
  - 5) **Stress Management:** Use no more than half a page to describe the details of an experience that demonstrates your ability to work long hours under stressful or demanding circumstances or conditions.

### SECTION 7 - EMPLOYMENT RECORD

List all jobs you have held in the last five years or your last five jobs, whichever represents the longer time period. **Include unpaid experience such as internships, volunteer and/or student film work.** *Reprint or photocopy page 10 if additional space is needed.* If you have extensive freelance (per project) or production experience, such as multiple day player employment on the same production, and this information exceeds the pages included with this, list it on the reprinted or photocopied page 10. You may summarize but be as accurate as possible and include the total day count for each show/production. **Any misrepresentation or omission of relevant facts may constitute cause for automatic disqualification from consideration and/or may constitute cause for immediate disciplinary action up to and including dismissal from the Program and from any employment obtained hereunder. Final acceptance into the Training Program is dependent on employment references. All contact information must be current.** *Do NOT use staples or binding to attach documents. Fill out all sections completely! Put N/A in spaces that do not apply, if necessary.*

### SECTION 8 - RESUME

**Enclose a current, one-page, single-sided resume in black ink on white paper using 12 pt. Times New Roman font.** Do not include personal references or letters of recommendation. **Do not send reels, headshots or business cards.**

## SECTION 9 – TRANSCRIPTS

- **All applicants** must submit original, official transcripts (*no photocopies or online computer generated print outs will be accepted and there will be no exceptions*) from every college or university listed on the application, even if you did not earn a degree.
- The transcripts do not have to be in a sealed envelope.
- If you transferred credits from one college to another, and it is reflected on the transcripts, it is unnecessary to submit original transcripts from the transferred college unless the more recent transcripts do not denote your GPA and/or the bulk of your credits originated from the transferred college.
- We need to see your grades and GPA. If you are currently attending classes and no transcript can be provided, you must submit proof of enrollment. This is a letter from the registrar documenting your current enrollment.
- If you are applying under "Work Experience Equivalency" or "Military Experience," you must submit all transcripts from every college you list on this application, if any.
- If you have previously submitted transcripts, we retain them for 5 years and you do NOT need to re-submit them for that time period. You are welcome to call us to verify if you have transcripts on file.
- **If you previously submitted a transcript letter from the registrar before graduating, and you have since earned your degree since your last submission, you must resubmit a transcript indicating the degree earned.** You MUST submit any NEW transcripts if you have taken more classes since your last submission and listed them on this application.
- Transcripts must indicate all courses taken to date, grades and degree(s) received.
- Each transcript must include a key to reading it.
- Do not include copies of your college or high school diploma(s).
- Transcripts submitted from educational institutions outside the United States must meet the above requirements and, if not in English, must be translated into English by a recognized interpreter and must be notarized. It is **your** responsibility to provide official documentation proving that your course work compares to that of a U.S. college.
- If you have received or will be receiving a Master's Degree or Ph.D., you are still required to submit your undergraduate transcripts.

## SECTION 10 – WORK EXPERIENCE EQUIVALENCY FORM

**Work Experience Equivalency applicants must submit proof of paid work. Employment (work experience) does not have to be industry related. You must submit separate Work Experience Equivalency forms for each employer and for every different position held with that employer.** (See Page 11 of this application.) You must supply proof of enough experience to equal an Associate degree. College credits documented in Section 3 will count toward your Work Experience Equivalency. The Training Plan evaluates your experience based on information submitted by you on the Work Experience Equivalency Forms that are completed by your past or present employers, and shall be the **sole** judge of whether such experience shall be credited. *The form may be faxed to your employer, but once the employer has completed the form, you must include the original when mailing your completed application packet to our office. THE FORM(S) MUST HAVE THE EMPLOYER'S ORIGINAL SIGNATURE AND BE COMPLETE.* In addition, you must submit any official transcripts if there is any such information listed in Section 3. If you have previously submitted *Work Experience Equivalency Forms*, we retain them for 5 years and you do NOT need to re-submit them for that time period. You must submit any new *Work Experience Equivalency Forms* if you have continued to work since your previous application.

**NOTE: You are not required to submit Work Experience Form(s) unless you are applying under the category "Work Experience Equivalency" or "Work Experience combined w/ college credits." Do not include this form unless it is required for the category under which you have applied.**

**You must include all parts of this application in the same packet mailed to the ADTP. We will not accept transcripts mailed separately. There will be no exceptions made.**

**Inquires: Tel. 818.386.2545 - mail@dgptp.com - www.trainingplan.org**  
**Application Materials must be returned postmarked on or before November 1, 2011.**  
**Mail Completed Applications To: Assistant Directors Training Program/DGPTP, Attn: 2012 Applications**  
**15301 Ventura Blvd., Bldg E #1075, Sherman Oaks, CA 91403**

# ASSISTANT DIRECTORS TRAINING PROGRAM 2012

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ID# \_\_\_\_\_

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**PLEASE PRINT CLEARLY IN YOUR OWN HAND WRITING. USE ONLY BLACK INK. ANSWER ALL QUESTIONS COMPLETELY. PRINT EACH PAGE INDIVIDUALLY. NO DOUBLE SIDED PAGES.**

*The Training Program is committed to providing equal opportunities to all qualified applicants and does not discriminate on the basis of race, color, religion, sex, gender, gender identity, national origin, ancestry, age over 40, sexual orientation, veteran status, marital status, pregnancy, mental or physical disability, or any other basis protected by law. The Training Program will provide reasonable accommodations to disabled applicants and Trainees, in accordance with applicable law.*

## SECTION 1 - PERSONAL STATUS

Have you previously applied to the Assistant Directors Training Program within the last FIVE years, and if so, what year?  Yes  Year?  No

If yes, to the Los Angeles Program or the New York Program?  Los Angeles  New York

If you applied under a different name than on this application, what name did you use? \_\_\_\_\_

LAST NAME	FIRST NAME	MIDDLE NAME	OTHER NAMES USED WHILE EMPLOYED OR ATTENDING SCHOOL
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STREET ADDRESS	APT#	CITY	STATE	COUNTRY	ZIP
----------------	------	------	-------	---------	-----

HOME TELEPHONE	CELL PHONE	WORK TELEPHONE	EMAIL	LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER
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Acceptance into the Training Program will be contingent upon verification of applicant's identity and US Employment Eligibility.

If selected, will you be able to provide documentation, as required under US federal immigration laws, to verify that you are authorized to work for all employers in the USA at this time?  Yes  No

Have you ever been convicted of, or pled guilty or *nolo contendere* to any crime (felony or misdemeanor)? (Please exclude any misdemeanor conviction for possession of marijuana occurring more than two years ago, any referral to a pre-trial or post-trial diversion program, any misdemeanor conviction for which probation was completed and the case was dismissed or any conviction that has been judicially ordered sealed, expunged, or statutorily eradicated)  Yes  No

Are any criminal charges currently pending against you?  Yes  No

If yes to either of the above, please explain each conviction or pending charge in detail, including the circumstances and the date of the conviction or filing of a pending charge in full, using a separate sheet of paper. (A conviction or pending charge will not necessarily disqualify an applicant from admission to the program.)

## SECTION 2 - APPLICATION CATEGORY (CHOOSE ONLY ONE CATEGORY)

Associate or Bachelors Degree  Will receive Associate/Bachelors degree by this date: \_\_\_\_\_

Military Service Equivalency  Work Experience Equivalency  Work Experience combined w/ college credits

## SECTION 3 - EDUCATIONAL RECORD

(This section must be completed by all applicants regardless of which Application Category is chosen.)  
**ALL QUESTIONS AND BOXES IN THIS SECTION MUST BE FILLED IN, ANSWERED AND COMPLETE!**  
 Include all information including Course, Type of Degree Received and GPA. Write N/A if GPA is not applicable.

☞ Circle total number of years completed at college/university or None, if applicable: 1 2 3 4 5 6 6+ or None

☞ Did you graduate from any of the colleges or universities?  Yes  No  In Progress

NAME AND LOCATION (CITY, STATE) OF SCHOOLS ATTENDED (Use additional page if necessary)	COURSE MAJOR/MINOR If general education, note here	TYPE OF DEGREE AWARDED If in progress or incomplete, note here	GPA Enter N/A if not on transcript
☞ HIGH SCHOOL/GED CITY AND STATE			
COLLEGE, CITY AND STATE			
COLLEGE, CITY AND STATE			
COLLEGE, CITY AND STATE			
COLLEGE, CITY AND STATE			

**ASSISTANT DIRECTORS TRAINING PROGRAM 2012**

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**SECTION 4 - APPLICANT DECLARATION****Please Read Carefully Before Signing**

I have read the entire application completely and have accurately followed all instructions. **I understand that an incomplete application may automatically disqualify me from further consideration for this year's application process. I also understand that failure to accurately follow instructions during any phase of the application and/or selection process may disqualify me from further consideration.**

I understand that it is my responsibility to ensure that my application is officially received by the Training Plan office on or before the deadline.

I understand that it is my responsibility to keep the Training Plan office informed in writing of **any changes** in my mailing address or phone number, and recognize that the Plan is in no way responsible if my mail is not forwarded to me.

I understand that if I am accepted into the Program, I will be able to provide documentation, as required under US federal immigration laws, to verify I am authorized to work for all employers in the USA at this time.

I understand that acceptance into the Program in no way guarantees my graduation from the Program and that my graduation is dependent upon my satisfactory completion of Trainee work assignments and seminar attendance, and adherence to all ADTP Rules & Regulations.

I certify that I can perform with or without reasonable accommodation at the level outlined in the Essential Physical Requirements for the position of Assistant Director Trainee as explained.

I understand that, for identification purposes only, if I am invited to Assessment Center, I must bring and be prepared to present a government issued form of photo identification.

I understand that any misrepresentation or omission of relevant facts called for in this application may constitute cause for automatic disqualification from consideration and/or may constitute cause for immediate disciplinary action up to and including dismissal from the Program and from any employment obtained hereunder.

**ALL APPLICANTS ARE CONSIDERED FOR ACCEPTANCE ON THE BASIS OF THEIR INDIVIDUAL QUALIFICATIONS IN ACCORDANCE WITH APPLICABLE STATE AND FEDERAL LAWS PROHIBITING DISCRIMINATION.**

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

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

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

*Do NOT attach additional pages with staples or binding*

# ASSISTANT DIRECTORS TRAINING PROGRAM 2012

ID#

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## SECTION 5 - VOLUNTARY SURVEY

*We appreciate you completing this voluntary survey, which gathers information required by applicable state and federal law. The information gathered will be kept separate from your application and will be used for statistical purposes only; it will not be used in the admissions process and will have no bearing on your admissions status.*

This is a voluntary survey. **Please select one for each category.**

**Male**                       **Female**

### ETHNICITY:

Are you **Hispanic or Latino** ("Hispanic or Latino" is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.)?  Yes  No

**Race:** If you are not Hispanic or Latino, what is your race? Indicate below.

1. **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
2. **Black or African American (not of Hispanic origin)** – A person having origins in any of the black racial groups of Africa.
3. **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
4. **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
5. **American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
6. **Two or More Races** – All persons who identify with more than one of the above five races.

### HOW DID YOU HEAR ABOUT THE ASSISTANT DIRECTORS TRAINING PROGRAM?

Newspaper/Magazine/Book: \_\_\_\_\_

Classroom/School Presentation: *(School & Speaker)* \_\_\_\_\_

Job or Career Fair: *(Event & Speaker)* \_\_\_\_\_

Internet/Blog/Newsgroup/Podcast/Listserv: *(Search Engine, Source or Website)* \_\_\_\_\_

Film Office: *(Name/City/State)* \_\_\_\_\_

DGA Member: \_\_\_\_\_

Current or Past Trainee: \_\_\_\_\_

WGA, SAG, AFTRA or IATSE Member: *(Specify Local)* \_\_\_\_\_

Studio Personnel or Exec/Industry Pro: *(Name, Studio, Company, Title)* \_\_\_\_\_

Assistant Director Training Program Poster or Pamphlet: *(Where was it located?)* \_\_\_\_\_

Friend/Schoolmate: \_\_\_\_\_

Other: *(Please Explain)* \_\_\_\_\_

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PLEASE PRINT CLEARLY IN YOUR OWN HANDWRITING. USE ONLY BLACK INK.

ANSWER ALL QUESTIONS COMPLETELY. ALL APPLICANTS MUST FILL OUT THE EMPLOYMENT RECORD.

## SECTION 7 - EMPLOYMENT RECORD

**List all jobs you have held in the last five years or your last five jobs, whichever represents the longer time period.** Include unpaid experience such as internships, volunteer and/or student film work. **Do not type or recreate this form. Reprint or photocopy page 10 if additional space is needed.** Any misrepresentation or omission of relevant facts may constitute cause for automatic disqualification from consideration and/or may constitute cause for immediate disciplinary action up to and including dismissal from the Program and from any employment obtained hereunder. Final acceptance into the Training Program is dependent on employment references. All contact information must be current. **Do NOT use staples or binding to attach documents. Write in N/A in spaces that do not apply if necessary. You must complete this form with all information requested. Fill out all sections completely!**

Name of Most Recent/Current Employer	Type of Business	Starting Position Title	Ending Position Title
Address		Starting Salary	Ending Salary
Immediate Supervisor Name & Title		Typical Hours	Start Date End Date
Telephone Number			
Reason for Leaving		Describe Duties	
SAMPLE			
Name of Previous Employer	Type of Business	Starting Position Title	Ending Position Title
Address		Starting Salary	Ending Salary
Immediate Supervisor Name & Title		Typical Hours	Start Date End Date
Telephone Number			
Reason for Leaving		Describe Duties	
SAMPLE			
Name of Previous Employer	Type of Business	Starting Position Title	Ending Position Title
Address		Starting Salary	Ending Salary
Immediate Supervisor Name & Title		Typical Hours	Start Date End Date
Telephone Number			
Reason for Leaving		Describe Duties	

Name of Previous Employer	Type of Business	Starting Position Title	Ending Position Title
Address		Starting Salary	Ending Salary
Immediate Supervisor Name & Title		Typical Hours	Start Date      End Date
Telephone Number			
Reason for Leaving		Describe Duties	
Name of Previous Employer	Type of Business	Starting Position Title	Ending Position Title
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Name of Previous Employer	Type of Business	Starting Position Title	Ending Position Title
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Reason for Leaving		Describe Duties	
Name of Previous Employer	Type of Business	Starting Position Title	Ending Position Title
Address		Starting Salary	Ending Salary
Immediate Supervisor Name & Title		Typical Hours	Start Date      End Date
Telephone Number			
Reason for Leaving		Describe Duties	

# ASSISTANT DIRECTORS TRAINING PROGRAM 2012

ID# \_\_\_\_\_

DIRECTORS GUILD-PRODUCER TRAINING PLAN

ADTP Use Only

Only submit this form if you are applying under the Work Experience Equivalency application category or the Work Experience combined w/ college credits. **(Refer to page 5, Section 10)**

## SECTION 10 - 2012 WORK EXPERIENCE EQUIVALENCY FORM

I VOLUNTARILY AND KNOWINGLY AUTHORIZE ANY PRESENT OR PAST EMPLOYER OR SUPERVISOR, ADMINISTRATOR, AND/OR OTHER PERSONS TO PROVIDE THE BELOW INFORMATION TO THE DIRECTORS GUILD-PRODUCER TRAINING PLAN BY COMPLETING THIS FORM. I voluntarily and unconditionally release any named or unnamed employer from all liability resulting from the furnishing of this information. A photocopy or faxed copy of this form shall be as valid as the original. I HEREBY AUTHORIZE YOU TO COMPLETE THIS FORM, WHICH I WILL FORWARD TO THE *Directors Guild-Producer Training Plan (DGPTP)*.

\_\_\_\_\_  
**Name of Past/Present Employee  
 (Trainee Applicant)**

\_\_\_\_\_  
**Signature of Past/Present Employee  
 (Trainee Applicant Signature)**

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

**Dear Employer:**

***Please fill this out completely! Check off and fill in all spaces with exact day counts!***

The individual listed above is applying to the *Assistant Directors Training Program*. To process the application, we must verify his/her employment with your company. Please fill out this form completely. If the employee held different positions with the company, please fill out a separate form for each position held. ***Be sure to indicate the dates of work and the exact number of days actually worked.*** Do not count weekends, holidays or other days not worked in your day count. ***Please type or print neatly. Please return this form to the past/present employee who will submit it to the DGPTP. We must receive this information with your original signature, not a duplicate, photocopy or fax.***

\_\_\_\_\_  
**Name of Applicant**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Social Security Number (Last 4 digits only)**

\_\_\_\_\_  
**Name of Company**

\_\_\_\_\_  
**Address of Company**



\_\_\_\_\_  
**Job Title Past /Present Employee**

**Write in the Exact Number of Workdays**   
 (Do not count days not worked)

**Check off the applicable Workweek Day Count while employed :**

- 5 Day Workweek**
- 6 Day Workweek**
- Intermittent Employment**

**Check off applicable Full Time or Part Time Status while employed:**

- Full Time**
- Part Time**

***Explain if none of these apply:***

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Month / Date / Year  
 Exact Date Employment Began**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Month / Date / Year  
 Exact Date Employment Ended**

Duties: Please describe all responsibilities and tasks performed by this individual while under your supervision. Please use an extra sheet or the reverse of this form, if necessary.

\_\_\_\_\_  
**Employer Signature**

\_\_\_\_\_  
**Title**

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

\_\_\_\_\_  
**Employer Name (Print)**

\_\_\_\_\_  
**Telephone Number**