

MODEL APPLICATION FORM

Date of Application: _____

Male: Female: Other:

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 University that models who are not able to arrive on time for classes should contact the Administrative Assistant as soon as possible. Models that demonstrate a pattern of tardiness or absences will not be contacted for future employment. Please keep in mind the instructors must conduct classes during your sessions and will have an expectation of professionalism.

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

Signature

Witness

Completed applications can be returned to Patty O'Toole in the Office of Academic Affairs and Research at potoole@nscad.ca. Please note that all information will be kept confidential and on file.

INFORMATION SHEET FOR MODELS

General Information

Models are paid uniformly throughout the College a wage of \$20.00 / hour plus 4% vacation pay (minus usual Revenue Canada deductions). The Payroll office will direct deposit all payments on the 15th and 30th of each month. Paycheques cannot be issued. At the time of hire (following reference checks) the Administrative Assistant will request a voided cheque for payroll purposes. If you do not have a chequing account, your bank account number, branch number, etc. must be supplied on the attached Direct Deposit form.

Pay periods run from the 1st to 15th and again from the 16th to the end of each month (eg: work performed between the 1st and 15th will be directly deposited on the 30th of the month and work performed between the 16th and month end will be directly deposited on the 15th of the following month). As the models' population and requirements for models vary, it will be impossible to accurately predict the hours of work available to any individual.

Models Information

Models should give at **least two days notice of cancellation** if unable to keep a scheduled session (except in emergencies). Please do not accept any session that you are not able to commit to completing. Models are asked to be in the studio and ready to work by the scheduled time; this may mean arriving a few minutes early in order to find the studio and get changed. Bookings will usually be through email with as much advanced notice as possible. Sessions are assumed to be as nude unless otherwise noted. If you wish to be a clothed model only, please make note of it on your application.

Timesheets will be submitted according to the time confirmed when the booking was made. If an instructor asks you to stay longer than the time you were originally booked for, please let the Administrative Assistant know so that your timesheet can be adjusted accordingly. All bookings for NSCAD classes are made through the Administrative Assistant only and not through the instructors directly.

Information for Inexperienced models

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. Ask yourself if you can maintain a particular pose for 25 minutes without pain or stress. Practicing how to hold your poses, including simple gestures, will help you determine your limits and make you better prepared for your first session.

Length of Classes and Poses

Classes may be 2 – 5 hours long, with poses anywhere from 5 seconds to 5 hours. The name and email of the instructor who you will be working with will be sent to you in case you have questions about the duration and number of poses required for the class or type of draping if the session is clothed. Typically, drawing classes tend to cycle through shorter poses and are usually less strenuous than sitting for a long continuous pose in painting. Models are given a break usually about half way through the session.

Working Conditions and Requests for Change

We endeavor to make the studios and comfortable as possible for everyone in a class but sometimes, depending on the season, the climate can be a little out of our control. If you find the conditions a little uncomfortable, please let the instructor know so they can make adjustments. Extra heaters, fans, pillows, supports, privacy screens, breaks, etc. can all be provided by the instructor if needed.



5163 Duke Street
Halifax, Nova Scotia, Canada B3J 3J6
902 444 9600 TEL, www.nscad.ca

Direct Deposit Form

Business Office (Payroll)

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 employment, 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.

**** Please ensure the information below is entered accurately or attach a VOID cheque.**

All areas must be completed.

Name of Banking Facility (must be located in Canada)	
Address of Bank	
Type of Bank Account	
Bank Number	
Transit Number	
Account Number	
Signature	Date