

**MODEL APPLICATION FORM**

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

Male:

Female:

Other:

Legal Name: \_\_\_\_\_ Preferred Gender Pronouns: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number (s): \_\_\_\_\_

SIN: XXX-XXX-XXX  Date of Birth: \_\_\_\_\_

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

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

Any other Pertinent Information (Karate, Judo, dance experience, health conditions, 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 LIFE MODELS AT NSCAD**

Work conditions: Every effort is made to provide a comfortable and private environment. It is the policy of the University that life 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. University Polices are available at: <https://navigator.nscad.ca/wordpress/home/academicsadministration/university-policies/>

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

Completed applications can be returned to Onya Hogan-Finlay in the Office of Academic Affairs and Research at [ohoganfinlay@nscad.ca](mailto:ohoganfinlay@nscad.ca). Please note that all information will be kept confidential and on file.



5163 Duke Street  
Halifax, Nova Scotia, Canada B3J 3J6  
902 444 9600 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

## INFORMATION SHEET FOR LIFE 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. Pay cheques cannot be issued. At the time of hire (following reference checks), you will need to provide a voided cheque or memo from your banking institution for payroll purposes. Alternately, you can provide your bank account number, branch number, etc. on a Direct Deposit form. As the models' population and requirements for models vary, it will be impossible to accurately predict the hours of work available to any individual. All bookings for NSCAD classes are made through the Academic Administrative Assistant, Office of Academic Affairs and Research, *only*, and not through the instructors directly.

### Pay Periods and Timesheet

Pay periods run from the 1<sup>st</sup> to 15<sup>th</sup> and again from the 16<sup>th</sup> to the end of each month (eg: work performed between the 1<sup>st</sup> and 15<sup>th</sup> will be directly deposited on the 30<sup>th</sup> of the month and work performed between the 16<sup>th</sup> and month end will be directly deposited on the 15<sup>th</sup> of the following month).

**Timesheets for hours worked must be filled out by the model and instructor at the end of each session.** The instructor will be responsible for forwarding the completed timesheet to the Division Chair for payment approval. Please make sure your name and amount of time worked are included on the timesheet before leaving the studio.

### 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. Please assume that sessions will require nude draping, unless otherwise noted. If you wish to be a clothed model only, please make note of it on your application.

### Information for Emerging and New Models

It is a good idea to practice, standing, sitting, etc. on a floor or unpadded chair before your first working day. Your body weight should always be distributed as evenly as possible, even when the pose involves twisting or leaning. Prior to a modeling session, try to assess if you will be able maintain a particular pose for 25 minutes without pain or stress. It's advised that you practice how to hold poses, including simple gestures, as this will help you determine your limits and make you better prepared for your first life modeling 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 as in painting classes. Models are given a break usually about half way through the session.

## **Working Conditions and Requests for Accommodations**

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 beyond our control. If you find the conditions to be uncomfortable, please let the instructor know so they can make adjustments and accommodations. Extra heaters, fans, pillows, supports, privacy screens, breaks, etc. can all be provided by the instructor if needed.

## **University Policies**

All faculty, staff, and students are responsible for safe working practices and procedures so as to safeguard their own individual health and well-being as well as that of other members of the NSCAD University community. As an employee you are responsible to adhere to the University Policies. Of particular interest are the following Policies which can be found on the Navigator page:

<https://navigator.nscad.ca/wordpress/home/academicsadministration/university-policies/>

160-001 Code of Conduct Policy

[https://navigator.nscad.ca/wordpress/wp-content/uploads/2017/11/CODE-OF-CONDUCT-POLICY-FINAL\\_Reformat-June-2015.pdf](https://navigator.nscad.ca/wordpress/wp-content/uploads/2017/11/CODE-OF-CONDUCT-POLICY-FINAL_Reformat-June-2015.pdf)

5.7 Respectful Workplace & Learning Environment Policy

<https://navigator.nscad.ca/wordpress/wp-content/uploads/2019/03/5.7-Respectful-Workplace-Learning-Environment-Policy.pdf>

5.8 Sexualized Violence Policy

<https://navigator.nscad.ca/wordpress/wp-content/uploads/2018/12/5.8-Sexualized-Violence-Policy-5.pdf>

5.11 Occupational Health & Safety Policy

<https://navigator.nscad.ca/wordpress/wp-content/uploads/2018/12/5.11-Occupational-Health-Safety-Policy-4.pdf>