



**Guild Apprenticeship Program Application  
Location Production Assistant /  
Trainee Assistant Location Manager (LPA / TAL)**

**Submissions: March 31<sup>st</sup> – April 3<sup>rd</sup>, 2025  
(Deadline: April 3<sup>rd</sup> at 12:00 PM)**

## QUALIFICATIONS FOR LPA / TAL APPRENTICESHIP

1. Must be a Canadian citizen or permanent resident.
2. Must have full G driver's license.
3. Must be 18 years of age.
4. Relevant paid work experience. For details see the credit form section below and on pages 6-7.

### APPLICATION CHECKLIST

Please submit your application, including all required documents as one (1) PDF file via email to [gap@dgcontario.ca](mailto:gap@dgcontario.ca) with "(Full Name) LPA/TAL Application" in the subject line. Applications that are missing information or documents will not be processed.

Your application should include the following:

- Copy of Canadian Citizenship or Canadian Permanent Residence  
*(Please provide the most up to date version of your Canadian Passport, Birth Certificate or PR Card)*
- Copy of Full G Ontario Driver's License
- Cover Letter  
*Outline your motivations for seeking a career in the Locations Department within the screen-based industry.*
- Current Resume  
*Highlight all on-set experience as well as relevant administrative/coordination experience, including any production experience (i.e., Production Coordinator, Office PA) and any other related industry experience.*
- Three (3)** Letters of Reference  
*At least two must be professional or work references (e.g. supervisor, manager, professor, etc.)*  
**NOTE:** Please do not submit more than three Letters of Reference.
- Complete Credit Form (pages 6-7)  
***Proof of 20 paid days, over two or more productions. Preferably all 20 paid days are worked within the Locations department (LM, ALM, LPA, LSP). However, On Set PA work and relevant administrative/coordination experience including Production Coordinator and Office PA may be considered. The only exception to paid work is volunteer work on Canadian Film Centre productions in one of the above capacities, which must be verified by a letter from the production supervisor. It's recommended that all days included on the credit form have been worked within the last five years.***
- Copies of the following two (2) certificates:
  - Workers Health and Safety Awareness in Four Steps, per Ontario Regulation 297/13  
**NOTE:** The course you must complete is the Ontario 'Workers Health and Safety Awareness in Four Steps' certificate linked directly on our GAP homepage. Other health and safety certifications cannot be accepted in place of this.
  - Workplace Hazardous Materials Information System (WHMIS)  
*Recommended third party WHMIS vendors are linked on the GAP homepage.*

## IMPORTANT PROGRAM DATES

*Please note that all dates are subject to change.*

**INTERVIEWS:** April 23<sup>rd</sup>, 2025 – April 27<sup>th</sup>, 2025 (*date and time will be assigned*)

**MANDATORY TRAINING:** May 6<sup>th</sup>, 2025 – May 24<sup>th</sup>, 2025 (*dates and times will be assigned*)

**TRAINING IS MANDATORY AND WILL BE HELD IN-PERSON.**

**Please ensure your availability. If you are unavailable during the interview period or unable to complete all training sessions, you will need to apply for the next intake (i.e., GAP 2026).**

- GAP Orientation & Building a Respectful Workplace, one full day between **May 6<sup>th</sup> - 8<sup>th</sup>, 2025**.
- Locations Fundamentals, two full days from **May 9<sup>th</sup> - 10<sup>th</sup>, 2025**.
- Propane Certification, one half day on **May 13<sup>th</sup>, 2025**.
- Location Equipment Supply Training, one full day on **May 24<sup>th</sup>, 2025**.

**PAYMENT DUE:** May 14<sup>th</sup> – May 23<sup>rd</sup>, 2025 (*deadline, May 23<sup>rd</sup>, 2025, before 4:30pm*)

## ACCESSIBILITY AND ACCOMMODATIONS

DGC Ontario is a provincial labour organization with a strong commitment to diversity, equity, inclusion, belonging, and accessibility. We encourage Apprenticeship and Membership applications from members of underrepresented groups, including Black, Indigenous, racialized, 2SLGBTQI+, disabled, women, gender-diverse individuals, and those with intersectional identities.

To support this, we will work with individuals to provide reasonable accommodations throughout the application process and, if successfully accepted into GAP, during the mandatory onboarding training sessions. If you have accessibility needs or require accommodations to fully and meaningfully participate, please reach out to Amber Munro, Apprenticeship, Outreach & Equity Manager, in advance at [amunro@dgcontario.ca](mailto:amunro@dgcontario.ca)

## PAYMENT AND ACTIVATION

The program fee is \$700 + HST, for a total of **\$791.00**.

**Payment is due upon acceptance and successful completion of mandatory training.**

Apprenticeship will be activated once payment has been processed.

# GUILD APPRENTICESHIP PROGRAM APPLICATION

## Location Production Assistant / Trainee Assistant Location Manager (LPA/TAL-GAP)

Legal Name:   
(Please print) Last First Middle

Public Name, if different from Legal:   
(Please print)

Mailing Address:

City:  Province:  Postal Code:

Phone Number:  Email:

Date of Birth:  S.I.N:

Canadian Citizen OR  Permanent Resident (must provide documentation for one or the other)

Full G Driver's License Proficient in another language

Pronouns:  Gender:  Male  Female  Gender Non-Conforming  Prefer not to disclose

Have you applied to the GAP program before?  No  Yes If so, when?

**References:** Three (3) References\* (also include reference letters\*):

1. Name:  Relationship:

2. Name:  Relationship:

3. Name:  Relationship:

How did you hear about GAP?

**NOTE: Please read and sign below.** Applications without a date and digitally verified or scanned hand-written signature will not be processed.

I hereby make an application to the Directors Guild of Canada – Ontario District Council (the “Guild”) Guild Apprenticeship Program – Location Production Assistant (GAP-LPA) and Trainee Assistant Location Manager (GAP-TAL). I understand that acceptance of my application includes permission to work on Guild Signatory Productions in the specified entry level position for such duration as defined below this application form.

I agree to abide by and fulfill the requirements as outlined, within a maximum period of 12 months. I also understand that it is my sole responsibility to provide proof of having met these requirements, including acceptable proof of work as a GAP-LPA or GAP-TAL in the form of payroll records, signed Guild Deal Memos, prescribed log sheets or other means deemed acceptable by the Administrator of this Program. I understand that I must complete the Program with all the requirements as outlined before making an application for Membership in the Guild.

I understand that the Guild may terminate my participation in the Guild Apprenticeship Program at any time, with or without advance notice, acting reasonably. I understand that as a participant in the Guild Apprenticeship Program, I am not a Guild Member, but I hereby agree to be bound by and observe the Guild’s Code of Ethics and Professional Conduct as set out in its by-law or otherwise, as well as any policies, rules or directives of the Guild’s Executive Board, or the National

Executive Board of Directors Guild of Canada, or either of their Membership or other committees, as they now exist or as they may hereafter be amended.

I agree to the Guild's Guild Apprenticeship Program Check-off of two percent (2%) being deducted from my gross remuneration and remitted by my engager to the Guild on a weekly basis.

The DGC Ontario's name, logo, trademark or trade name and all other intellectual property rights (the "**DGC Ontario Name and Logo**") in them are owned or controlled by DGC Ontario. All rights, titles, and interests in and to the DGC Ontario Name and Logo are the properties of DGC Ontario. Members may not use the DGC Ontario Name and Logo without the written consent of DGC Ontario.

I understand and agree that should any information herein provided by me prove to be false, the Guild may expel me from the Guild Apprenticeship Program thereby terminating my right to work within the jurisdiction of the Guild as a Location Production Assistant or Trainee Assistant Location Manager.

Name:  Date:

Signature:

## CREDIT FORM INSTRUCTIONS

List ALL of your paid production days or days worked on Canadian Film Centre (CFC) shows during the last five years, in the eligible job categories, on the credit form.

Eligible job categories include any positions worked within the **Locations department (LM, ALM, LPA, LSP), On Set PA, Production Coordinator, and Office PA.**

**We ONLY require proof and documentation (pay stubs and call sheets for each day worked) for 20 of the required days, over two or more productions, listed on your credit form. Preferably all 20 required days are worked within the Locations department,** however On Set PA work and relevant administrative/coordination experience including Production Coordinator and Office PA may be considered.

If you do not have pay stubs and call sheets for the 20 days, please submit a signed letter verifying paid employment or CFC days, position, and number of paid/CFC days worked (month, date, year) from the appropriate producer or supervisor for each production, OR a database report from DGC staff where applicable (e.g. if you have worked as an LSP and/or permitted as an LPA, TAL, or Set PA on a DGC Ontario signatory production).

Any paid production work outside the relevant job categories or departments, administrative/coordination experience acquired outside of the screen-based industry, as well as student film and volunteer experience, should be listed on your resume ONLY and not in the credit form. The only exception to this rule is if it's volunteer work with the Canadian Film Centre (CFC) in the eligible department. This volunteer work can be included on the credit form.

*NOTE: If an applicant has extensive work experience (150 paid days or more over a minimum of 3 productions in a DGC Ontario job category), they may be eligible to join DGC Membership directly. Membership applications are accepted year-round. Please find more information on how to apply by visiting our ["Join a New Applicant"](#) webpage.*

**Please complete the credit form below on Page 7.**

# CREDIT FORM

Production Title	Year	Type of Production	Crew Position	Number of Days Worked	Method of Verification Attached (i.e., Pay stubs and call sheets OR letters from supervisor)

\ TOTAL DAYS WORKED =