



**Guild Apprenticeship Program Application
Trainee Assistant Accountant (TAA)**

**Submissions: May 27th – May 30th, 2025
(Deadline: May 30th at 12:00 PM)**

QUALIFICATIONS FOR TAA APPRENTICESHIP

1. Must be a Canadian citizen or permanent resident.
2. Must be 18 years of age.
3. Minimum of 20 paid days on at least two film/TV productions, **AND/OR** relevant accounting/business experience **AND/OR** paid administrative/coordination experience. Please see more information in the resume and credit form sections below.

APPLICATION CHECKLIST

Please submit your application, including all required documents as one (1) PDF file via email to gap@dgcontario.ca with “(Full Name) TAA 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)
- Cover Letter
Outline your motivations for applying as a Trainee Assistant Accountant (TAA) and seeking a career in the Accounting Department within the screen-based industry. Please click [HERE](#) to learn more about the Trainee Assistant Accountant role and other job categories within the Accounting Department.
- Current Resume
List all paid screen-based industry experience first and then list any unpaid (student or volunteer) experience next. Also, include relevant administrative or coordination experience, highlighting transferable skills such as bookkeeping, data entry, filing, organization, multitasking, teamwork, payroll, and problem solving. Additionally, include your educational credentials and provide copies of any recognized accounting or business program qualifications (degree/diploma/certificate) with your complete application package.
- Proof of Address
Government Issued Photo ID that confirms your address or residency in Ontario.
- 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)
Screen-based paid work experience is considered an asset but is not essential; summarize this experience on the credit form, prioritizing relevant roles such as administrative or coordination-based work in production (e.g., Accounting Department, Production Coordinator, and/or Office PA).
- 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: June 18th, 2025 – June 22nd, 2025 (*date and time will be assigned*)

MANDATORY TRAINING: July 9th, 2025 – July 13th, 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 **July 9th - 11th, 2025**.
- Accounting Fundamentals, two full days from **July 12th - 13th, 2025**.

PAYMENT DUE: July 15th – 22nd, 2025 (*deadline, July 22nd, 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

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.

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 Trainee Assistant Accountant.

Name: Date:

Signature:

CREDIT FORM INSTRUCTIONS

List ALL of your paid production days worked on the credit form.

Prioritize roles that highlight administrative or coordination-based work in production (e.g., Accounting Department, Production Coordinator, and/or Office PA). Other production experience should also be listed on the credit form.

We ONLY require proof and documentation (pay stubs and call sheets for each day worked) for 20 of the paid days, over two or more productions, listed on your credit form.

If you do not have pay stubs and call sheets for the 20 days, please submit a signed letter verifying paid employment, position, and number of paid 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 permitted in the Accounting Department on a DGC Ontario signatory production).

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 on 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.*

If applicable, 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 =