

IATSE Local 28 Hiring Hall- Application to Credit Hours

Instructions

Please fill out this application if you wish to apply for Hiring Hall credit for hours you worked which were within the industry, but were not dispatched through the Local 28 Hiring Hall or worked under a Local 28 contract. This application is intended for hours worked for an unrepresented employer or for a represented employer not signatory to an IATSE Local 28 contract. This application is not intended for individuals working under a “yellow card” or a “pink contract”, whose hours are credited through other means.

To receive Hiring Hall credit for hours worked, **all** of the following **general requirements** must be met:

1. The applicant is on the F list or higher of the IATSE Local 28 Hiring Hall at the time of this application;
2. The applicant is currently residing within the geographical jurisdiction of IATSE Local 28 and is available for work; and
3. The work for which credit is sought must have been performed:
 - a. within the geographical jurisdiction of IATSE Local 28;
 - b. within the relevant industries customarily within the jurisdiction of IATSE Local 28; and
 - c. under the supervision of someone qualified to verify the nature, competence, and safety of the work performed.

The applicant must also submit **all** of the following:

1. **Summary of Hours Worked: A completed, signed, and dated** Summary of Hours Worked form.
2. **Paystubs:** Copies of original paystubs for all work hours for which credit is sought.
3. **Supervisor Letter:** For each workplace, a signed and dated letter from the applicant’s supervisor(s) during the work in question. The letter may be on the template form attached or in some other format, but must:
 - a. Provide the name of the employer and the full name and contact information (phone number and email address) of the supervisor;
 - b. Describe the supervisor’s qualifications, training, and experience in the industry;
 - c. Verify the location and dates of the work in question;
 - d. Verify that the supervisor directly oversaw the work in question;
 - e. Verify that the applicant received no safety-related infractions or discipline during the work in question and was not otherwise denied continuing employment due to lack of competence; and
 - f. Identify one or more of the following industry skills in which the applicant demonstrated competent experience: Carpentry, Electrics, Props, Wardrobe, Sound, Rigging, AV.
4. **Payment:** At the time of application, the applicant must provide payment by check or credit card equal to 6% of the gross wages earned from the work in question to reimburse the Hiring Hall for expenses incurred in evaluating the application, verifying the experience, and tabulating and entering all qualifying hours, as well as other expenses reasonably related to operation of the Hiring Hall. (If the application is denied for any of the hours in question, the Hiring Hall will refund the applicant’s 6% payment for the hours denied.)

Application Procedure:

1. The applicant must submit a Summary of Hours Worked form, paystubs, supervisor letter, and payment to the Hiring Hall **within 30 days** from the applicant’s receipt of pay for the work in question. Incomplete or illegible applications will be returned to the applicant with an explanation of what is incomplete and the applicant will have 15 additional days to complete the application. Incomplete applications not returned completed within 15 days will be disregarded, no credit will be granted, and payment will be refunded.
2. All completed applications will be received and evaluated by IATSE Local 28 Business Representative and reviewed by the Hiring Hall Committee. If all of the above criteria are met, the Hiring Hall Committee will grant credit for the work in question and will update the applicant’s placement on Lists A, B, C, D, and E quarterly.
3. If at any time the Hiring Hall Committee determines that the information and documentation supplied by the applicant is materially false or fraudulent, the Hiring Hall Committee will revoke credit for the hours related to the false or fraudulent submission and will not refund the applicant’s payment.

Summary of Hours Worked

(to be completed by Applicant)

Employer and Supervisor	Location of Work (City, State)	Dates of Work	Number of Hours Worked	Gross Pay
Total Gross Pay				
6% of Gross Pay (Hiring Hall Payment)				

By signing below I certify that I currently reside within the geographical jurisdiction of IATSE Local 28, that I am currently available for work, and that the above and attached information is truthful and accurate.

Signature **Printed Name** **Date**

Supervisor Verification Letter

(to be completed by Supervisor for each work location)

Supervisor's Name: _____ Position: _____

Supervisor's Phone: _____ Email: _____

Employer: _____

Applicant's Name: _____

Supervisor's qualifications, training, and experience in the industry:

The above-named applicant performed work directly supervised by me as follows:

Dates of Work	Location	Applicant demonstrated competent experience in the following industry skills (circle all that apply)	Applicant received safety-related infractions or discipline? (circle one)	Applicant denied continuing employment due to lack of competence? (circle one)
		Carpentry Electrics Props Wardrobe Sound Rigging AV	No Yes	No Yes
		Carpentry Electrics Props Wardrobe Sound Rigging AV	No Yes	No Yes
		Carpentry Electrics Props Wardrobe Sound Rigging AV	No Yes	No Yes
		Carpentry Electrics Props Wardrobe Sound Rigging AV	No Yes	No Yes
		Carpentry Electrics Props Wardrobe Sound Rigging AV	No Yes	No Yes
		Carpentry Electrics Props Wardrobe Sound Rigging AV	No Yes	No Yes

Other comments about the applicant's work: By signing below I certify that the above information is truthful and accurate. Inaccurate or untruthful information could lead to denial of the applicant's application to be credited hours.

Signature

Printed Name

Date