

## Model Information Sheet

2016

Thank you for your interest in becoming a model for the Department of Art History, Visual Art & Theory (AHVA) at the University of British Columbia.

### Application Process

Please complete the attached **Model Application Form** and submit it by mail or in person to the attention of Andrea Tuele, Administrator, with the following attachments:

- At least one full-body photograph (or good photocopy). Please send images that clearly reveal your body form. These images are kept in a secure location and are viewed only by instructors and associated staff.
- A resume detailing modelling or related experience, if you have one.
- A UBC direct deposit form with void cheque or applicable banking information.

Andrea Tuele will contact you should we wish to add you to our roster.

### Once Hired

Should any work become available, AHVA instructors will contact you to set up appointments. Please inform AHVA of changes in your contact information or availability to keep our records up to date.

Most studio classes for which you would be hired take place in the **Dorothy Somerset Studios** at 6361 University Blvd near the intersection of University Blvd and West Mall from September through November and January through March. Please ensure that the studio art instructor has told you the classroom number.

The rate of pay for models is \$20.00 per hour for a minimum of 4 hours. Classes are a maximum of 3 hours, so you will be paid \$80 for a session. A Model Payment Form will be completed by the instructor and submitted to the Administrator for payment. It is good practice to keep your own record of the dates and times you work and the instructor names in case any discrepancies arise.

Payroll deposits for hours submitted by the 15th on the 23rd of the month. Payroll for hours submitted by the end of the month occur on the 8th of the following month. If these payday's fall on a holiday or weekend, deposits will be made on the last business day prior to these dates. For issues related to your human resources file and payment, please contact the Administrator, Andrea Tuele at 604-822-3281 or [andrea.tuele@ubc.ca](mailto:andrea.tuele@ubc.ca).

## Model Application Form

2016

Name:	_____	Phone number:	_____
Address:	_____	Alternate phone:	_____
City:	_____	Postal Code:	_____
Social Insurance Number :	_____	Email address:	_____
Birth Date (yyyy/mm/dd):	_____	Height:	_____
	_____	Weight:	_____
Were you referred to us by a Staff or Faculty member of UBC?		<input type="checkbox"/> YES	<input type="checkbox"/> NO

If yes, please note referee's name: \_\_\_\_\_

List any previous experience (*use reverse side if required*):

Tentative days and times available for work (*use reverse side if required*):

### Release of Information to Third Parties

The Department of Art History, Visual Art and Theory is occasionally contacted by third parties in search of potential models. If you would like the Department to release your name and email address to third parties on request, please read the following and **initial** the corresponding declaration.

**YES.** I, the undersigned, authorize the Department of Art History, Visual Art and Theory ("AHVA") at the University of British Columbia and its authorized representatives to release my name and email address to third parties so that I may be contacted about modelling opportunities. I acknowledge that there are risks associated with the release of this information. I freely accept and fully assume all such risks and the possibility of any resulting personal injury, loss, or damage. I acknowledge that if I no longer want my personal information to be released to third parties or if I would like to be contacted at a different email address, I must contact the Department directly.\*

**NO.** I do not authorize the release of my name or contact information to third-party inquiries at any time.

**\*Disclaimer:** AHVA will make your name and email information available to third parties for your benefit and convenience only. No steps will be taken to verify the identity or intentions of any third party requesting your name and email details. AHVA is not responsible for the privacy practices of third parties and does not guarantee the security of your personal information once it has been disclosed. AHVA does not represent that any third-party offer of employment is credible, nor does AHVA endorse the activities of any third party who may contact you as a result of your giving the above consent.

**Signature:**

**Date:**

Attach current photo(s) of yourself and the UBC direct deposit form, and then submit your application to the address below.



a place of mind  
THE UNIVERSITY OF BRITISH COLUMBIA

Financial Operations  
5<sup>th</sup> Floor - TEF3  
6190 Agronomy Road,  
Vancouver BC V6T 1Z3  
Fax 604 822 9233

## Payroll Direct Deposit Form

\*\*\* All fields on this form are mandatory \*\*\*

Account holder name (Last, First): \_\_\_\_\_ Employee Number or SIN: \_\_\_\_\_  
 Faculty  
 Staff  
 Student

Faculty/Department: \_\_\_\_\_ email address: \_\_\_\_\_ Phone: \_\_\_\_\_

### Account Information: Please enter your bank account information below

- If you have a non-chequing account, please obtain the transit, branch, and account numbers from your bank  
**Note: submitting incorrect information could result in your payment going astray.**
- If you have a chequing account, you can obtain the numbers from a cheque (see below), or attach the cheque overtop of the sample

Chequing     Savings

Your Name  
1234 Your Street  
Yourtown, BC A1A 2B2

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_  
/ 100 DOLLARS

YOUR BANK NAME

MEMO \_\_\_\_\_

Transit #    Bank    Account #

"XXX" : XXXXX"XXX : XXX"XXXX

Transit (Branch)    Bank    Account Number

please write in the banking information from your cheque, using the above example as a guide

Banking Institution: \_\_\_\_\_

Branch Address: \_\_\_\_\_

I authorize the University of British Columbia to deposit my pay as noted above

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return form to address at top, or fax to 604-822-9233

Privacy Notification: Your personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for employment purposes only. Questions about the collection of this information may be directed to [website@finance.ubc.ca](mailto:website@finance.ubc.ca)