|  |  |
| --- | --- |
| *FIRST NAME:* |  |
| *SURNAME:* |  |
| *DATE OF BIRTH:* |  |
| *NATIONAL INSURANCE No.:* |  |
| *NATIONALITY:* |  |
| *ETHNICITY: (White European, Asian, Black Caribbean Descent, Indian, Other)* |
| *HEIGHT:* |  |
| *WEIGHT:* |  |
| *BODY TYPE: (Athletic, Average, Overweight, Muscular, Slim)* |  |
| *HAIR COLOUR:* |  |
| *EYE COLOUR:* |  |
|  |  |
| *MEN* | *WOMEN* |
| *CHEST:* | *BUST:* |
| *WAIST:* | *HIPS:* |
| *INSIDE LEG:* | *DRESS SIZE:* |
| *SHOE SIZE:* | *SHOE SIZE:* |
|  |  |
| *OWN TRANSPORT?:* |  |
| *SPECIAL SKILLS:(American Accent, Foreign Language, Driving, Other)* |
|  |
|  |
|  |  |
| *CONTACT DETAILS* |  |
| *MOBILE No.:* |  |
| *EMAIL ADDRESS:* |  |
| *HOME ADDRESS:* |  |
|  |  |

PHOTOS

Please supply 2 photos. 1 head and shoulders and 1 full length.

Remember, these photos are what sells you to the Production Companies. If you have a funny picture, or you with your friends etc. the chances are you will not be called for work. If you would prefer to have some photos taken by our photographer, please let us know. The cost is approx. £10 per session.

PLEASE READ THE FOLLOWING CAREFULLY

**NATIONAL INSURANCE NUMBERS AND BANK DETAILS**

Class 1 National Insurance (NI) contributions are NO LONGER deducted from all gross earnings.

**For both National Insurance payments and income tax, you are classed as self-employed**and responsible for paying your own National Insurance Contributions and for submitting your own tax return and **keeping your own records.**

Please register yourself as self employed with HMRC & take professional advice on your personal tax situation as we can not offer any tax advice.

You should be able to deduct commission and VAT as business expenses when doing your annual tax return. Please discuss this with your accountant.

By signing in agreement to the Agency Terms and Conditions, (ticking the box to confirm you have read and accepted the terms and conditions) the artist is authorising Norfolk Background Artistes to invoice for and collect fees on their behalf.

You cannot change your name after registration. We require details of your Bank/Building Society as you are paid directly into your account. Only you can  view, add, delete or change these details.

Unless otherwise specified, 10% Agency commission is deducted from  ALL GROSS fees.

Sometimes, in error, productions pay Supporting Artists direct when there has been no prior arrangement with the Agency.

Should this occur, Norfolk Background Artistes Ltd still reserves the right to invoice the Production Company for such fees.

THERE IS NO GUARANTEE OF WORK AND NO AGENCY FEES ARE REFUNDABLE.

You are employed THROUGH the agency not BY the agency.

PLEASE KEEP YOUR OWN RECORDS FOR TAX PURPOSES. THE PRODUCTION COMPANY IS ALWAYS YOUR EMPLOYER NOT THE CASTING NETWORK.

THERE IS NEVER ANY REASON TO COME TO THE OFFICE. ALL ISSUES CAN BE RESOLVED ON THE TELEPHONE OR BY EMAIL.

Please remember that when we allocate you work, you are representing NORFOLK BACKGROUND AGENCY at studios and on location, and that we expect good conduct and your full cooperation at all times.

If you are unhappy with anything, please tell us and do not start an argument with production personnel.

Signature to acknowledge and accept the terms and conditions

……………………………………….. Name……………………………………………………………Date………………………