

## APPLICATION FORM

WRITERSLAB 2019 | CREATING EPISODIC CONTENT FOR TV AND ONLINE PLATFORMS

- 1) Please email the signed copy of the completed application form together with the relevant documents to **writerslab@lasalle.edu.sg** by **12 April 2019**
- 2) Kindly complete all the fields below. Indicate "Not applicable" or "N.A." where necessary. Do not leave any blank.

SECTION A: PERSONAL PARTICULARS	
Full Name (as in NRIC)	Ms / Mr / Mrs / Dr
NRIC	
Date of Birth (DD/MM/YYYY)	
Country of Citizenship	
Are you a Singapore PR?	Yes / No
Gender	Female / Male
SECTION B: CONTACT INFORMATION	
Address	
Postal Code	
Email Address	
Mobile No.	
SECTION C: EMPLOYMENT STATUS	
Are you currently employed?	Yes / No
<p>If 'Yes', which of the following best describes your employment status? (Please tick one)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Full-time Employee (working at least 35 hours a week)</li> <li><input type="radio"/> Part-time Employee (working less than 35 hours a week)</li> <li><input type="radio"/> Media Freelancer (refer to definition under Section E, 4A)</li> <li><input type="radio"/> Others (Please specify: _____)</li> </ul>	

Name of Organisation	
Designation	
Years in Current Position	

## SECTION D: APPLICATION REQUIREMENTS

### 1. ALL APPLICANTS MUST:

- Be a Singaporean or Singapore Permanent Resident
- Be a Diploma/Degree holder
- Submit the following in pdf version:

#### i) 2-page CV

- Name
- Email
- Contact number
- Education
- Work experience highlighting relevant writing skills
- Highest academic/professional qualification
- Teaching and research experience, publications and awards (if any)

#### ii) 250-word Cover Letter

- Explain why you should be selected for the Programme

#### iii) Series Proposal of episodic content for TV or online/mobile platforms which will be developed during the course of the programme. Episodes will be between 10-25 minutes duration. The content should appeal to a local and regional audience aged 18-35 years old

- The proposal should be written in English.
- It should be a new, original idea that has not been produced
- It should not include or infringe any third-party Intellectual Property Rights
- It should consist of:
  - Title
  - 100-word premise for the series
  - 750-word synopsis of the principle storylines in the series

#### iv) 1 - 3 Samples of Previous Works (optional)

- This could be any of the following:
  - A TV series pilot of between 20 and 60 minutes of screen time
  - A film script of between 10 and 90 minutes of screen time
  - One act of a theatre play. The sample must exhibit your ability to write character dialogue and stage action
  - A short story or a chapter from a novel. The sample must exhibit your ability to write prose and character dialogue

## 2. STATUS OF APPLICATION AND INTERVIEW DATES

- Incomplete and late submissions will not be considered for the application process
- You will receive an email notification once your application has been submitted
- Shortlisted applicants are expected to attend the interviews which will be scheduled between **22 - 26 April 2019**. More details will be provided closer to the date
- Successful applicants will hear from us by **10 May 2019**

## 3. PAYMENT OF REFUNDABLE DEPOSIT

- All successful applicants who are selected for the programme will need to pay a refundable deposit of **S\$200** upon acceptance into the programme
- Payment must be made via cash or cheque to LASALLE's Finance counter located at the McNally Campus Block E, Level 2, no later than **31 May 2019**
- The deposit will be fully refunded to the participants within 30 days after the completion of the final pitch session at end of September 2019
- In order to receive the full refund, all participants must fulfil both requirements as follows:
  - i. Submission of final drafts of the full pilot episode scripts and series bibles, both of which have been graded (at least a pass grade) by the International Expert
  - ii. Minimum of 90% attendance for all tutorials, lectures, consultations and pitch session
- In the event that any of the above requirements has not been met, the refundable deposit will be forfeited

## SECTION E: SUPPORTING DOCUMENTS REQUIRED UPON ACCEPTANCE INTO THE PROGRAMME (FOR MEDIA FREELANCERS\* AND FULL-TIME EMPLOYEES ON NO-PAY LEAVE ONLY)

4. Applicants who are Media Freelancers\* or Full-time Employees on No-Pay Leave will be eligible for a monthly allowance of S\$800

### A) FOR MEDIA FREELANCERS\*

#### Upon acceptance into the Programme:

- You will need to submit the following:
  - i. Signed copy of the Declaration Form acknowledging status as a Media Freelancer, and commitment to the Programme duration
  - ii. Latest copy of your CPF Statement with contribution history
  - iii. Letter of Employment with designation or contract/invoice/receipts for media projects undertaken in the last six months

*\*Media freelancers, defined as persons who:*

*(a) Does not have a contract of service with an employer; AND*

*(b) Operates his/her own media content service business or trade without hiring any employees;*

*AND (c) Negotiates their terms and benefits with clients, and it is clearly stated in the contract that it is their service as an individual that is contracted as a media freelancer; AND (d) They can either operate as individuals; OR have an Accounting and Corporate Regulatory Authority of Singapore (ACRA) - registered entity that does not hire any employees.*

## B) FULL-TIME EMPLOYEES ON NO-PAY LEAVE

### Upon acceptance into the Programme:

- You will need to submit the following:
  - i. Approved No-Pay Leave Application for the prescribed period, with Company stamp and/or Company letter indicating that the employee is on no-pay leave for the prescribed period
  - ii. Monthly pay slip for the prescribed period (indicating deduction of salary for no-pay leave period on the dates of the Programme)
  - iii. Latest copy of the monthly pay slip prior to the commencement of the Programme

## SECTION F: IMPORTANT INFORMATION

### 5. CONFLICT OF INTEREST

Participants are not associated with or otherwise related to any officer or employee of LASALLE or the Infocomm Media Development Authority (IMDA).

If yes, please provide details:

### 6. COMMITMENT

Participants must be committed to the full duration of the Programme i.e. 10 June to 13 September 2019. Attendance for the final pitch session at end of September 2019 is also compulsory.

### 7. CONFIDENTIALITY

All information written in the application form will be treated with strict confidentiality.

### 8. INTELLECTUAL PROPERTY

All Intellectual Property Rights in and to the products, work, literature, documents and/or materials (including the drafts of any completed product) created by each of the Participants shall reside with the respective Participant, subject to a perpetual, worldwide, non-exclusive irrevocable, royalty-free license to IMDA, the Singapore Government, all statutory boards and Organs of State for educational, promotional, non-commercial and non-profit activities.

## SECTION G: DECLARATION

I confirm that the information as set out in Section A, B and C of this application for WritersLab 2019 is to the best of my knowledge, true and correct. I have also read and understood the information above as specified in Section D, E and F.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_