2016-17 THE BLACKMAN Voice APPLICATION

**Open positions are listed below along with what each position entails.**

Reporters are generally responsible for taking their own photos.

Sports Reporter: responsible for keeping up with and covering all of Blackman's sports and keeping people informed with the latest games and scores.

News Reporter: responsible for keeping up with club activity, new changes in our school and anything affecting the faculty and students at Blackman.

Lifestyles Reporter: responsible for keeping our audience up-to-date and entertained with quizzes, polls, and entertainment related articles (such as music or movies).

Business Manager: responsible for fundraising, manages advertising and sponsorships.

Business Assistant: responsible for making business contacts and assisting the business manager.

Section Editor: responsible for keeping sections on track and making sure assignments are turned in by the deadlines.

Graphic Designer: designs advertisements and flyers, works with photographers, and maintains the website graphics.

**Instructions:**

**1. TYPE or legibly PRINT in blue or black ink.**

**2. Complete all parts and questions of the application.**

**3. Make sure to take your recommendations to your teachers or coaches prior to filling out the application.**

**4. After filling out the application, bring it to Ms. Walker in D-9.**

**5. Once the application process is completed, you will be contacted through email to set up an interview.**

**6. Register for classes AFTER you have received approval to join the class.**

**DEADLINE FOR APPLICATIONS: JANUARY 30th!**

Blackman High School

Journalism

|  |  |
| --- | --- |
| The BLACKMAN Voice Employment Application for blackmanvoice.netInstructions: **PRINT in blue or black ink OR type.** |  |

|  |
| --- |
| Applicant Information |
| Last Name |  | First |  | M.I. | Date |
| Street Address |  | Apartment/Unit # |
| City |  | State |  | ZIP |
| Phone |  | E-mail Address |  |
| Date Available |  | Student ID # |  |  |  |
| Position Applied for |  |
| What grade will you be in 2017-18? | 9th [ ]  | 10th [ ]  | 11th [ ]  | 12th [ ]  |
| Have you ever worked for a yearbook, newspaper, or website? | YES [ ]  | NO [ ]  | If so, when? |  |
| Have you had ISS, OSS, or expulsion?  | YES [ ]  | NO [ ]  | If yes, explain |  |
| How many absences did you have for the 2015-2016 school year? First semester 2016? |
| Education |
| Middle School |  | Address |  |
| From |  | To |  | Activities |  |
| High School |  | Address |  |
| From |  | To |  | What is your GPA? | 3.5-4.0 [ ]  | 3.0-3.49 [ ]  | 2.5-3.0 [ ]  |  |
|  |
| References |
| **Please list three teacher or coach references. They do not have to be employees of your school. Please ask each one to complete a recommendation form (attached).** |
| **1) Name** |  | Relationship |
| Subject |  | School |  |
| Email |  |
| **2) Name** |  | Relationship |
| Subject |  | School |  |
| Email |  |
| **3) Name** |  | Relationship |
| Subject |  | School |  |
| Email |  |

|  |
| --- |
| Employment |
| Company |  | Phone |  |
| Address |  | Supervisor |  |
| Job Title |  | Email |  |
| Responsibilities |  |
| From |  | To |  | Number of Hours Worked/Week |  |
| May we contact your previous supervisor for a reference? | YES [ ]  | NO [ ]  |  |
|   |
| Clubs and Sports |
| Club |  | From |  | To |  |
| Office Held |  | Hours/Wk |
| Clubs and Sports |
| Club |  | From |  | To  |  |
| Office Held |  | Hours/Wk |  |
| Clubs and Sports |
| Club |  | From |  | To |
| Office Held |  | Hours/Wk |
| Clubs and Sports |
| Club |  | From |  | To  |
| Office Held |  | Hours/Wk |
| Disclaimer and Signature |
| I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment on *The Blackman Voice* staff, I understand that being irresponsible as a journalist (not meeting deadlines, falsifying information, etc.) may lead to a reduced grade, failure, or removal from the staff. |
| Signature |  | Date |  |

Answer the following questions with either yes or no.

1. I own a desktop or laptop that I can access outside of school hours. \_\_\_\_\_\_\_\_\_\_
2. I own a smartphone or digital camera that I can use to take my own photos. \_\_\_\_\_\_\_\_\_\_
3. I am available before or after school hours for interviews, events, photography, etc. \_\_\_\_\_\_\_\_\_\_\_
4. I am proficient at using Office 365. \_\_\_\_\_\_
5. I can use InDesign, Photoshop, or other graphic tools without training. \_\_\_\_\_

**Please write or type a short essay (3-4 paragraphs) following the basic conventions of grammar and sentence structure and replying to the prompt. You may REMOVE the lines if you prefer to type the essay.**

**If you were to ask one of your teachers or coaches to list your three best traits, would ? Give an example of you exhibiting those qualities in your classes.**