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.net  Instructions: **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 |  | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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.**