

# THE BLACKMAN VOICE

Employment Application for blackmanvoice.net



Instructions: **Fill out completely in blue or black ink OR typed.**

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 2019-20?			9th <input type="checkbox"/>	10th <input type="checkbox"/>	11th <input type="checkbox"/>	12th <input type="checkbox"/>			
Have you ever worked for a yearbook, newspaper, or website?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				
Have you ever had ISS, OSS, or expulsion?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain				
How many absences did you have for the 2017-18 school year?					First semester 2018?				
EDUCATION									
Middle School			Address						
From	To	Activities							
High School			Address						
From	To	What is your GPA?	3.5-4.0 <input type="checkbox"/>	3.0-3.49 <input type="checkbox"/>	2.5-3.0 <input type="checkbox"/>				
REFERENCES									
<b>Please list three teacher or coach references. If you are applying for a reporter or editor position, one must be your English teacher. Please ask each one to complete a recommendation form (attached).</b>									
<b>1) Name</b>			Relationship						
Subject			School						
Email									
<b>2) Name</b>			Relationship						
Subject			School						
Email									
<b>3) Name</b>			Relationship						
Subject			School						
Email									

<b>EMPLOYMENT (USE NOT APPLICABLE IF YOU HAVE NOT BEEN EMPLOYED.)</b>		
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 <input type="checkbox"/> NO <input type="checkbox"/>		

<b>CLUBS AND SPORTS</b>		
Club	From	To
Office Held	Hours/Wk	
<b>CLUBS AND SPORTS</b>		
Club	From	To
Office Held	Hours/Wk	
<b>CLUBS AND SPORTS</b>		
Club	From	To
Office Held	Hours/Wk	
<b>CLUBS AND SPORTS</b>		
Club	From	To
Office Held	Hours/Wk	
<b>DISCLAIMER AND SIGNATURE</b>		
I certify that my answers are true and complete to the best of my knowledge.		
If this application leads to employment on <i>The Blackman Voice</i> staff, I understand that being irresponsible as a journalist (not meeting deadlines, falsifying information, etc.) may lead to a reduced grade, failure,		
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 with a good digital camera or or a DSLR 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. \_\_\_\_\_

