

## Newspaper Staff Application

Before you begin filling out this form, you must be sure that you meet the requirements of a member of \_\_\_\_\_ . You must absolutely meet these requirements. The newspaper needs creative, goal-driven, involved students who are interested in seeing the publication of quality journalism. Being a member of a team for a school publication is an honor. You must be willing to go the “extra mile” to make this newspaper a success. You must possess a dedication and level of sophistication that surpasses that of your classmates. Journalists are the recorders of the truth; and, in order to report the truth, you must exude dignity, responsibility and integrity. With this in mind, if you are willing to make the school newspaper a priority in your extracurricular life, please fill out the information below. Must have parent signature to be complete.

Return all applications to \_\_\_\_\_

Due: \_\_\_\_\_

You must be able to:

1. Take the newspaper class
2. Maintain a B or better in English
3. Meet deadlines (no exceptions) – **NO DEADLINES ARE EVER MISSED**
4. Work well with a team
5. Spend time outside of class to work on the newspaper
6. Take responsibility seriously
7. Obtain a recommendation from your present English teacher.

### ***Please read – Very important information***

This contract is an agreement that I am willing to make a commitment to the newspaper. I will be responsible for learning academic skills and applying them to the production of the paper. I understand that evaluation of my performance will be made not only on mastery of skills, but also on their application. I know that I must sometimes devote time outside of class to accomplish these tasks and be able to spend extra time to meet deadlines. By signing this application, I agree to dedicate myself, if chosen, to the publication and the other staff members to produce a newspaper of the highest quality possible.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

As a parent or guardian, I agree to assist my student in producing a publication of the highest quality possible. I have read this application in its entirety and will not hesitate to ask any questions of the adviser when necessary.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

***You will not be considered for the staff and/or the class if this form is not signed by parent/guardian. Please note that this course is a privilege. You are chosen based on several factors, and you must represent the truth and integrity that is and should be journalism. It is a serious course that requires dedication and commitment. You will be informing your school and community, and it must be done with dignity and professionalism.***

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Name \_\_\_\_\_ Current grade level \_\_\_\_\_

Email address \_\_\_\_\_ Adviser's name \_\_\_\_\_

English teacher's name \_\_\_\_\_ Current average in English \_\_\_\_\_

What activities would you most be interested in? Circle up to three.

*WebPage design of newspaper online*

*Newspaper design and layout*

*Photography*

*Advertising sales and design*

*News Writing*

*Editorial writing*

*Copy Editing*

*Sports writing*

*Special features/sections*

*Business management*

In what extracurricular activities do you participate?

Do you have a job after school? If not, do you plan to get an after school job next year?

Have you ever used a camera? What kind?

Do you enjoy writing? Explain your response.

Do you view yourself as an organized person? Explain what qualities you have that make you so.

Explain your proficiency with a computer. List all programs that you have used.

How many absences have you had this semester?

How do you respond to pressure?

Do you have any background in journalism or desktop publishing? Please give details about any courses you may have taken in middle school or other places. (This is only an asset, not a deciding factor)

What are your hobbies? Why do you think that they express who you really are? What quality do you have that shows in your hobbies?

Explain specifically why you want to be a member of the staff. Be sure to discuss why you would be an asset to the newspaper and the team. Also, discuss your strengths and weaknesses so that I will find a position that suits you and your talents. **Attach an additional form if necessary.**

## *English Teacher Recommendation*

Upon completion, return this form to \_\_\_\_\_. Please do not return this form to the student.

STUDENT NAME \_\_\_\_\_

ENGLISH TEACHER'S NAME \_\_\_\_\_

Please rate this student for me in the following categories. Apply a score based on a scale of 1 to 10 with 10 being the highest rating of excellent and 1 being the lowest rating for poor.

Writing Skills \_\_\_\_\_

Creativity \_\_\_\_\_

Ability to meet assignment deadlines \_\_\_\_\_

Behavior in class \_\_\_\_\_

Ability to work with others \_\_\_\_\_

Attitude toward assignments \_\_\_\_\_

Attendance \_\_\_\_\_

Do you recommend this student for the rigors of building a school newspaper? Please explain.

What additional information may be of importance in choosing this student for the newspaper staff?