

THE PAPER

Application for Newspaper Staff

**Due in Room 706 or in Mr. Sampson's mailbox by:
Friday, April 28, 2017**

Fill out this form honestly and completely. Qualified applicants will be notified of an interview date and time in the coming weeks. Please print neatly in ink.

Section A: Personal Information

Name: _____ , _____
Last First

Grade for 2017-2018 school year: ☐ Sophomore ☐ Junior ☐ Senior

Weighted high school 9-12 GPA (attach a copy of your transcript): _____

Tentative schedule for Fall 2017:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | |

Section B: Areas of Interest

Rank the following subjects that pertain to you on a scale of 1 to 10, with "one" being your area of greatest interest.

Photography	_____	Sports Writing	_____
Advertisement Sales	_____	Computer Technician	_____
Opinion Writing	_____	Art Work	_____
Entertainment Writing	_____	Copy Editing/ Proofreading	_____
News Writing	_____	Other (please specify)	_____
Feature Writing	_____		

Section C: Short Answer (Type your response on a separate sheet of paper.)

1. We are always looking for ways to improve and update our publication. What would you change about THE PAPER? Discuss at least two points of interest.
2. What experiences have you had that might be useful to you as a member of the newspaper staff? Do you have a background in journalism, writing, etc.?
3. Are you opinionated? In what way? Pick an event and make an argument; then, make a case for the other side.
4. THE PAPER is a team effort that requires great people skills and hard work. What experience have you had working on team projects? How would your best friends describe you as a person? (Please be honest.)
5. The entire newspaper is produced using our class network of computers. Do you own a computer? What kind? Are you familiar with either Adobe InDesign or Adobe Photoshop? We can teach you, but it is beneficial if you already know. Would you consider yourself "tech savvy"?
6. It is not unusual for staffers to receive last-minute assignments. How much experience have you had with high-pressure situations? How do you perform?
7. Newspaper may require several hours spent out of class. What are your extracurricular activities (sports, hobbies, job, etc.)? Will you be able to regularly manage time out of class (including late nights – week of press date after school anywhere until 5 p.m. to 10 p.m.) to work? How?

Checklist (Incomplete applications will not be accepted!)

- ☐ Completed "Personal Information" and "Short Answer" sections
- ☐ Recent transcript: ask for a copy of yours in the office or print it from your Aeries portal. It does not need to be an official copy.
- ☐ Essay response (see attached)
- ☐ Sample article (see attached)
- ☐ Give recommendation forms to two of your teachers (one must teach English). Don't delay; give your teachers time to complete the forms.

All of the information I have provided is **true**. My question responses, sample article and essay contain original content that I have not taken from any other source. All material submitted becomes the property of THE PAPER.

X _____
Student Signature

_____/_____/_____
Date

Section D: Essay Response

What has motivated you to apply? Why should we choose you over other students? Explain. Answer this question in one or two double-spaced pages. Consider:

- a. What you hope to get out of being a newspaper staffer
- b. Strong qualities that you possess, and their relevance to THE PAPER
- c. Experiences that have matured your talents as a writer and as a team player

Section E: Sample Article

Write us a sample article. Entertainment, news, feature, opinion and sports articles are all fair game, but remember that you're writing for the school newspaper. Except for opinion, articles should be about something happening on campus or related to students or faculty. Opinion stories and reviews (of a movie, concert, CD or the like) should be interesting to Dana Hills readers. If you've never taken a journalism course, here are a few rules of thumb:

- News stories are straightforward, factual and don't include any opinions from the writers.
- Feature stories are factual and unbiased as well, but they look at events in a more in-depth, analytical way, using lots of quotes, colorful details and researched information.
- Opinion stories are just that: your opinion. But that doesn't mean you can just ramble about your feelings – use facts and logical arguments to support what you're saying, and try to stay away from talking too much in the first person. Just like you would in an English essay, avoid "I think..." etc.
- Entertainment and sports stories are usually written like feature stories (a profile of a student band, for example, is essentially a feature article on a topic related to entertainment). The exceptions to this are reviews or sports columns; they're essentially opinion articles about a form of entertainment or a sport.

We understand that most students aren't accustomed to writing for a newspaper; we're not looking for people with technical journalism knowledge (though that helps) as much as we are looking for people with the ambition and writing ability who give their full dedication to the task at hand.

When you're done, staple your transcript and sections C and D to the back of this application.

Section F, Part 1: English Teacher Recommendation From

Name: _____ , _____
Last First

Subject: **English**

Teacher: _____

Students: Fill in your name and give this copy to your current English teacher. Be sure to allow the teacher enough time to complete the form.

Teachers: This form will be kept confidential. Please return the filled-out form to Mr. Sampson's mailbox by **Friday, April 8.**

The ideal newspaper staffers are responsible, self-motivated, creative, intelligent, organized, ethical and diligent. They are expected to work well with others while under pressure, meet deadlines, have a sense of humor and learn quickly. Please rank this student in each category in which you judge him/her. Ten is the highest ranking, five is the average and one is the lowest ranking. **We would also appreciate any additional comments you have about this student's suitability for the newspaper staff on the back of this sheet.**

Category	Rating									
Responsibility	1	2	3	4	5	6	7	8	9	10
Overall intelligence	1	2	3	4	5	6	7	8	9	10
Organization	1	2	3	4	5	6	7	8	9	10
Ethics/Moral standards	1	2	3	4	5	6	7	8	9	10
Diligence/Perseverance	1	2	3	4	5	6	7	8	9	10
Productive interaction with others	1	2	3	4	5	6	7	8	9	10
Ability to work well under pressure	1	2	3	4	5	6	7	8	9	10
Sense of Humor	1	2	3	4	5	6	7	8	9	10
Ability to learn quickly	1	2	3	4	5	6	7	8	9	10
Self-confidence	1	2	3	4	5	6	7	8	9	10
Writing skills	1	2	3	4	5	6	7	8	9	10

X _____
Teacher Signature

_____/_____/_____
Date

Section F, Part 2: Teacher Recommendation From

Name: _____ , _____
Last First

Subject: _____

Teacher: _____

Students: Fill in your name and give this copy to one of your current teachers. Be sure to allow the teacher enough time to complete the form.

Teachers: This form will be kept confidential. Please return the filled-out form to Mr. Sampson's mailbox by **Friday, April 8.**

The ideal newspaper staffers are responsible, self-motivated, creative, intelligent, organized, ethical and diligent. They are expected to work well with others while under pressure, meet deadlines, have a sense of humor and learn quickly. Please rank this student in each category in which you judge him/her. Ten is the highest ranking, five is the average and one is the lowest ranking. **We would also appreciate any additional comments you have about this student's suitability for the newspaper staff on the back of this sheet.**

Category	Rating									
Responsibility	1	2	3	4	5	6	7	8	9	10
Overall intelligence	1	2	3	4	5	6	7	8	9	10
Organization	1	2	3	4	5	6	7	8	9	10
Ethics/Moral standards	1	2	3	4	5	6	7	8	9	10
Diligence/Perseverance	1	2	3	4	5	6	7	8	9	10
Productive interaction with others	1	2	3	4	5	6	7	8	9	10
Ability to work well under pressure	1	2	3	4	5	6	7	8	9	10
Sense of humor	1	2	3	4	5	6	7	8	9	10
Ability to learn quickly	1	2	3	4	5	6	7	8	9	10
Self-confidence	1	2	3	4	5	6	7	8	9	10
Writing Skills	1	2	3	4	5	6	7	8	9	10
Creativity	1	2	3	4	5	6	7	8	9	10
Involvement in school activities/athletics	1	2	3	4	5	6	7	8	9	10

X _____
Teacher Signature

_____/_____/_____
Date