

Application for Yearbook Staff

Berkeley High School

APPLICATION DEADLINE: MONDAY, JUNE 25th NO LATER THAN 5PM.

Instructions: Complete the application in its entirety and to the best of your ability—quality matters. Remember, experience is not required, just recommended. Late or incomplete applications will not be considered. Applications can be done digitally and responses sent as separate documents in an email or written, scanned and sent as pdf files to Genevieve Mage at genevievemage@berkeley.net.

NAME: _____ EMAIL: _____

PHONE: _____ NEXT YEARS GRADE LEVEL (circle): 10 11 12

ACADEMY/SLC(circle): BIHS CAS AMPS AC AHA

I am applying to be considered for the following jobs (check top 3):

A complete list of job descriptions can be found on the yearbook page of the BHS website.

- Staff Writer
 Designer
 Photographer
 Editor in Chief
 Design Editor
 Copy Editor
 Photo Editor
 Sports Editor
 Graduates Editor
 managing editor

If applying to be a page production/design team member:

Rate your experience/expertise level with the following (circle your level):

Adobe In-Design® or PageMaker®	<i>no experience</i>	<i>some experience</i>	<i>much experience</i>
Adobe Photoshop®	<i>no experience</i>	<i>some experience</i>	<i>much experience</i>
Other page layout or design work	<i>no experience</i>	<i>some experience</i>	<i>much experience</i>

If applying to be a copy writer:

Rate your experience/expertise level with the following (circle your level):

Journalistic-style writing	<i>no experience</i>	<i>some experience</i>	<i>much experience</i>
Interviewing people	<i>no experience</i>	<i>some experience</i>	<i>much experience</i>
Doing Research	<i>no experience</i>	<i>some experience</i>	<i>much experience</i>
Editing copy or stories	<i>no experience</i>	<i>some experience</i>	<i>much experience</i>

* **Writing applicants: Please attach a 300-500 word journalistic-style writing sample.**
 Topic: ***What makes BHS unique?*** Please type your writing sample and add as a separate document.

If applying to be a photographer:

Rate your experience/expertise level with the following (circle your level):

Digital Photography	<i>no experience</i>	<i>some experience</i>	<i>much experience</i>
Adobe Photoshop®	<i>no experience</i>	<i>some experience</i>	<i>much experience</i>
Other digital photo programs	<i>no experience</i>	<i>some experience</i>	<i>much experience</i>
Film Photography	<i>no experience</i>	<i>some experience</i>	<i>much experience</i>

* **Photography applicants: Please attach 3-5 photos that together answer the following question: *What makes BHS unique?*** Attach photos as attachments. For each photo, include a 1-3 sentence caption (the who/what/when/where/why/how” of each photo).

Short Answer Questions

1. Please describe any training or experience you have had that would apply to yearbook.

2. Like the BHS Jacket, the team that makes up Yearbook Staff will need a name and a vision. Give an example of something you'd like to see the yearbook do better or some idea you think could be added to yearbook.

3. Why do you want to join yearbook staff? Describe the strengths and skills you possess that would contribute to our process.

TEACHER RECOMMENDATIONS: *Two teacher recommendations are required. If you currently work on a yearbook staff, one of the recommendations needs to come from your adviser.*

Teacher Name: _____ Subject: _____ Signature: _____

Please rate this student in the following areas:

	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	OUTSTANDING
Work Ethic				
Personal Responsibility				
Teamwork				
Technical Expertise				
Initiative				
Ability to take direction and constructive criticism				

Teacher Name: _____ Subject: _____ Signature: _____

Please rate this student in the following areas:

	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	OUTSTANDING
Work Ethic				
Personal Responsibility				
Teamwork				
Technical Expertise				
Initiative				
Ability to take direction and constructive criticism				



APPLICANT STATEMENT OF UNDERSTANDING AND COMMITMENT:

- I understand that by applying for a position on yearbook staff I am making a substantive time and responsibility commitment, and I am willing and able to meet that commitment.
- I understand that I will be graded in yearbook based on deadlines, productivity, teamwork, work ethic, attention to detail and attitude by both my editors and the adviser.
- I feel confident I will be able to balance my academic, extracurricular and family commitments with the demands of a position on yearbook.
- I understand that during critical yearbook deadlines I will need to put yearbook ahead of other obligations because yearbook incurs financial penalties when deadlines are missed.

Applicant Signature

Date

PARENT/GUARDIAN CERTIFICATION:

I am aware that my son/daughter is seeking a position on Berkeley High's yearbook staff for the next school year. My son/daughter understands the time commitment involved with this co-curricular activity and that yearbook requires work outside of the classroom and allotted period time. I support his/her decision to apply for this position.

Parent/Guardian Signature

Date