



# Editor and Staff Application for 2016–2017

Please fill out the information on this form and attach two writing samples. These may be of any writing style, but informative pieces are preferred. If you would like to attach a resume or additional information, please do so.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Tell us about you:

W Number

GPA

Major

Minor

Graduation Semester

Will you be a full- or part-time student next year?

Classes for *The Signpost* are held Tue. & Thu. from 1:30 to 2:45 p.m. Will you be available to attend during these times?

Please explain any time or availability conflicts:

Will you be available for summer semester?

## Positions — Rank your top three choices with 1 being the highest.

- |   |   |
|---|---|
| <input type="checkbox"/> News                 | <input type="checkbox"/> Videography & Online Media |
| <input type="checkbox"/> Sports               | <input type="checkbox"/> Graphic Design             |
| <input type="checkbox"/> Spanish              | <input type="checkbox"/> Photography                |
| <input type="checkbox"/> Arts & Entertainment | <input type="checkbox"/> Copy Editing               |
| <input type="checkbox"/> Science & Technology | <input type="checkbox"/> Webmaster                  |

Position Level:  Editor  Staff Member

Explain why you want the position you ranked highest:

## *The Signpost* uses a variety of programs. Rate your familiarity with the following.

0 = Never used    1 = Beginner    2 = Intermediate    3 = Advanced

Adobe

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> InDesign  | <input type="checkbox"/> Lightroom   |
| <input type="checkbox"/> Photoshop | <input type="checkbox"/> Illustrator |

Other

- |                                  |                                       |                                   |
|----------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Camayak | <input type="checkbox"/> Google Drive | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> Trello  | <input type="checkbox"/> WordPress    | <input type="checkbox"/> Twitter  |

What skills and qualities can you contribute to our team?

If applying for an editor position, please list any leadership experience you have.

**Have you taken, or are you planning to take the following courses?**

COMM 1130 (Editors)

SPAN 3060 (Spanish desk)

**Please list two professional references**

Name

Relationship

Phone Number

Name

Relationship

Phone Number

Applications can be submitted at *The Signpost* office (SU Bldg, room 401) to Georgia Edwards, or email them to Signpost Advisor Dr. Jean Norman at [jeannorman@weber.edu](mailto:jeannorman@weber.edu).

For more information, visit our website:  
[signpost.mywebermedia.com](http://signpost.mywebermedia.com)

Why do you want to work for *The Signpost*?

What experience do you have with *The Signpost*? (For example: daily reader, online subscriber, previous employee, etc.)

Do you have any experience working for a publication? This may include yearbook staff, producing newsletters, etc. Please note any experience with news organizations first.

If you could change something about *The Signpost*, what would it be?

**About us**

Spring/Fall

Production days: Tue, Thu, Sun

Publishing days: Mon, Wed, Fri

Class times: Tue & Thu from 1:30–2:45 p.m.

*The Signpost* is a course, and students will be graded based upon attendance and timely completion of assignments. If you are selected for a position, you will be required to register for COMM 3890, which meets on the days listed above. Editors and the graphics team need to be available on evenings of production days.

Scholarships and grants are available upon request.