

MONTAGE STAFF APPLICATION

Date of Application: _____

Please read all instructions carefully and complete all sections of the application completely and accurately. To be eligible for positions at *The Montage*, St. Louis Community College at Meramec's student newspaper, you must be currently enrolled as a student at SLCC or plan to enroll concurrently with the term of your employment.

PERSONAL INFORMATION:

Name: _____ Student Number: A _____

Present Address: _____

City/State/ZIP code: _____ E-mail Address: _____

Home phone: _____ Cell Phone: _____

Date of 1st Semester at SLCC: _____ Major: _____

Are you enrolled as a SLCC-Meramec student? Yes No I will be during my term of service

Are you lawfully eligible to work in the U.S.? Yes No Under 18? Yes No

Have you ever been employed under a different name? Yes No

If so, what name? _____

Have you ever applied to *The Montage* before? Yes No If so, when? _____

Have you ever been convicted of a crime except a minor traffic violation? Yes No

If so, please attach a separate sheet of paper stating citation, date and place where offense occurred.

INTEREST INVENTORY:

I Am Interested In Doing The Following (Check All That Apply):

<input type="checkbox"/> Writer	<input type="checkbox"/> Photographer	<input type="checkbox"/> Artist/Cartoonist	<input type="checkbox"/> Editor
<input type="checkbox"/> News	<input type="checkbox"/> Feature	<input type="checkbox"/> Forum/Opinion/Editorial	<input type="checkbox"/> Sports
<input type="checkbox"/> Layout/Design	<input type="checkbox"/> Advertising	<input type="checkbox"/> Copy Editing	<input type="checkbox"/> Circulation
<input type="checkbox"/> Other _____			

Specific Position Applying For: _____

Are you able, with or without reasonable accommodations, to perform and fulfill all of the essential duties and requirements of the job for which you are applying? Yes No

AVAILABILITY:

Please Detail Your Daily Schedule for the Current Term (Include Approx. Work Hours As Well):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EDUCATION:

	Name & Location of School	No. of Years Attended	Degrees, Cert./Diplomas	Subject/Major
High School				
College or University				
Business or Vocational				

Please list any classes/workshops you have attended (high school or college) in journalism, photography, design, and/or marketing and advertising.

I am familiar/proficient in the following computer programs/functions (check all that apply):

- Microsoft Word Microsoft Excel Microsoft Powerpoint Adobe InDesign
 Adobe Photoshop Adobe Illustrator Adobe Acrobat Quark Xpress
 E-mail Attachments Digital Cameras Associated Press Style

REFERENCES:

Please list two individuals not related to you, whom you have known for at least one year. Some, but not all, may be current instructors.

Name	Telephone	E-mail	Relationship	Years Known

EMPLOYMENT HISTORY:

Beginning with your current or most recent job, list all previous employers and provide a description of the duties. Attach additional sheets if necessary.

Mo./Yr. to Mo./Yr. / - /	Employer's Name	Job Title	Hours per Week
Street Address		City/State	Salary (per hour, month, or year) \$ per
Supervisor		Supervisor's Title	Phone
Reason for Leaving:			
OK to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties/Responsibilities:			

Mo./Yr. to Mo./Yr. / - /	Employer's Name	Job Title	Hours per Week
Street Address		City/State	Salary (per hour, month, or year) \$ per
Supervisor		Supervisor's Title	Phone
Reason for Leaving:			
OK to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties/Responsibilities:			

Mo./Yr. to Mo./Yr. / - /	Employer's Name	Job Title	Hours per Week
Street Address		City/State	Salary (per hour, month, or year) \$ per
Supervisor		Supervisor's Title	Phone
Reason for Leaving:			
OK to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties/Responsibilities:			

PERSONAL GOALS/OBJECTIVES:

1) In a few sentences, state what motivates you to work for the student newspaper.

2) Tell us about something you have done in your life that demonstrates your commitment, dedication, ability to work hard, meet deadlines, and do a good job. (These are the qualities we look for in great staff members.)

3) Please provide any additional information such as special skills, training, management experience or qualifications you feel will be helpful to us in considering your application.

Please Note: Employment at The Montage is on a voluntary basis and has no set salary connected with any agreement. Staffers in editor or managerial positions will be entitled to a percentage of each semester's collected ad revenues at the discretion of the faculty adviser.

The Montage is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. If requested in advance and in compliance with the Americans with Disabilities Act, The Montage will provide reasonable accommodation to applicants in need of accommodation so as to permit access to the application, interviewing, and selection process.

Please read the following statement carefully before signing to indicate your understanding:
I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements, as well as misrepresentations or omissions, on this application may result in termination.

I authorize investigation of all statements contained in this application for any employment-related purpose.

Date

Signature