

*The Correspondent*  
Staff Application – Please complete and return to Student  
Activities Office

Name:

Address:

Phone:

E-mail:

Major:

Hours currently enrolled:

Hours currently enrolled in the fall semester

Class schedule:

Work schedule (if applicable):

Organizations/activities, if any, in which you are involved (off and on campus):

Position you are applying for:

List skills and experience you feel will contribute to this position:

Please explain your desire to hold this position:

How much time can you devote to the position?

What are your expectations of *The Correspondent*?

What kind of training do you think you will need?

Do you have computer experience?

Do you type?

Are you familiar with Windows, or InDesign?

Are you confident in your internet skills?

Do you know how to attach articles to emails?

How well do you accept constructive criticism?

How well do you give constructive criticism?

Please list one faculty reference:

Additional Comments:

Please submit at least two writing samples, something not printed in *The Correspondent*.

Signature \_\_\_\_\_

Date \_\_\_\_\_