**Staff Application**

**for Torch2024-2025**

**IMPORTANT: Applications are DUE by 2:00 pm on Monday, January 29 and should be turned in to Mr. Lenerz, the Torch Adviser. Finalist decisions will be posted at 2:00 pm on Tuesday, January 30 on the door of room 17-117. Finalists will then sign up for a brief, in-person interview that will occur January 31st, February 1st and February 2nd, with final decisions posted Monday morning, Feb. 5th.**

**NOTE #1:** Approval of the adviser is required for enrollment in all of the following: Journalism I, II, III and IV (newspaper, broadcast or yearbook).

**NOTE #2:** Applicants who apply for newspaper journalism may also apply for broadcast or yearbook in case they don’t get into newspaper journalism.

**NOTE #3:** Torch is 6th period. Please make sure that it doesn’t conflict with any music electives you plan to take.

If you are not accepted to the Torch staff, would you like to be considered for Yearbook or Broadcast? (circle) Yes, Yearbook / Yes, Broadcast / No

**Personal Info**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade in 2024-25 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please answer all questions; you can attach a separate page if you need more space.***

What activities do you participate in (clubs, sports, hobbies)? In which of these will you participate next year?

Do you have outside photography or writing experience? Do you have experience in art or graphic design? Explain.

Do you have any computer experience? Please list all programs that you feel confident with, including: Microsoft Office, page editing (InDesign, etc.), photo editing software (Photoshop, etc.) graphic design programs (Canva, etc.) WordPress and Google Docs/Slides. The Torch uses mainly Adobe products.

Do you feel comfortable communicating with people that you do not know (students, teachers, businesses)?

Have you held any leadership positions, and if so, in what capacity? (class officer, clubs, sports, etc.)

What has been a favorite story on PVTorch.com?

Rank the newspaper sections 1-10 for which you prefer to write, **“1” being the most preferred** **and “10” being the least preferred** (note: all staffers write for all sections; however, we are trying to understand your preferences):

\_\_\_\_\_\_ News

\_\_\_\_\_\_ Science and Technology

\_\_\_\_\_\_ Entertainment

\_\_\_\_\_\_ Features

\_\_\_\_\_\_ Sports

\_\_\_\_\_\_ Humor

\_\_\_\_\_\_ Opinion

\_\_\_\_\_\_ Focus

\_\_\_\_\_\_ Match

\_\_\_\_\_\_ Web

Which of these topics most interest you? (check all that apply)

\_\_\_\_\_\_ Writing/Reporting

\_\_\_\_\_\_ Photography

\_\_\_\_\_\_ Illustrations/Cartooning

\_\_\_\_\_\_ Business Management/Ad Sales/Distribution

\_\_\_\_\_\_ Computer Graphic Design

\_\_\_\_\_\_ Opinion/Editorial Writing

\_\_\_\_\_\_ Online content (and technical aspects like running a website)

\_\_\_\_\_\_ Copy Editing (grammar, spelling, syntax)

**ATTACHMENTS**

You must include all of the following with your application when you submit. **Unfinished or late** applications will not be accepted. Your teacher recommendations must be submitted by the TEACHER to Mr. Lenerz’ box by the due date (Wednesday, January 31st). This is your responsibility.

**Packet Contents:**

1. The completed application above.

2. Completed TWO short essays of your choice (typed on separate paper) which can be found **below**.

3. TWO teacher recommendations: your English teacher and a teacher of your choice. These forms are attached (the teachers have until Wed., Jan. 31st to return them).

4. A copy of your first semester report card (printed from Parent Portal)

5. A sample of a writing assignment that you have submitted in your English class this year. It can be anything that has been graded by a teacher in your English class that you feel demonstrates your writing abilities.

**SHORT ESSAYS (At least 200 words each):**

1. Why do you want to be a member of the Torchstaff?

2. The Torch is a student publication. How do you respond to the leadership of other students? If you were asked to fill a leadership role on The Torch, what would be your own leadership style?

**Teacher Recommendation Form**

**For Torch Staff Application**

Teacher Recommendation for (student name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recently, this student has applied to be on the Torch staff, a position of responsibility, and the qualities listed below are essential to the staff.

Please rate how this student has demonstrated the following traits in your class:

5 being **excellent** (this student excels in this area)

4 being **above** **average** (this student does well in this area)

3 being **average** (this student demonstrates adequate performance in this area)

2 being **below average (**this student struggles in this area)

1 being **poor** (this student does not meet any of the characteristics of this area)

Excellent Above Average Below Poor

Avg. Avg.

RESPONSIBILITY 5 4 3 2 1 N/A

ABILITY TO MEET DEADLINES 5 4 3 2 1 N/A

CREATIVITY 5 4 3 2 1 N/A

ORGANIZATION 5 4 3 2 1 N/A

ABILITY TO COMMUNICATE 5 4 3 2 1 N/A

PEER RELATIONS 5 4 3 2 1 N/A

OVERALL GRADE 5 4 3 2 1 N/A

INITIATIVE 5 4 3 2 1 N/A

USE OF CLASS TIME 5 4 3 2 1 N/A

LEADERSHIP 5 4 3 2 1 N/A

ABILITY TO ACCEPT CRITICISM 5 4 3 2 1 N/A

HONESTY 5 4 3 2 1 N/A

Do you recommend this student for Torch? Why or why not?

Any additional comments about this student?

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* TEACHERS: PLEASE RETURN TO Chris Lenerz’ BOX BY MONDAY, JANUARY 29th**

**\* RECOMMENDATION FORMS WILL REMAIN CONFIDENTIAL**

**Teacher Recommendation Form**

**For Torch Staff Application**

Teacher Recommendation for (student name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recently, this student has applied to be on the Torch staff, a position of responsibility, and the qualities listed below are essential to the staff.

Please rate how this student has demonstrated the following traits in your class:

5 being **excellent** (this student excels in this area)

4 being **above** **average** (this student does well in this area)

3 being **average** (this student demonstrates adequate performance in this area)

2 being **below average (**this student struggles in this area)

1 being **poor** (this student does not meet any of the characteristics of this area)

Excellent Above Average Below Poor

Avg. Avg.

RESPONSIBILITY 5 4 3 2 1 N/A

ABILITY TO MEET DEADLINES 5 4 3 2 1 N/A

CREATIVITY 5 4 3 2 1 N/A

ORGANIZATION 5 4 3 2 1 N/A

ABILITY TO COMMUNICATE 5 4 3 2 1 N/A

PEER RELATIONS 5 4 3 2 1 N/A

OVERALL GRADE 5 4 3 2 1 N/A

INITIATIVE 5 4 3 2 1 N/A

USE OF CLASS TIME 5 4 3 2 1 N/A

LEADERSHIP 5 4 3 2 1 N/A

ABILITY TO ACCEPT CRITICISM 5 4 3 2 1 N/A

HONESTY 5 4 3 2 1 N/A

Do you recommend this student for Torch? Why or why not?

Any additional comments about this student?

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* TEACHERS: PLEASE RETURN TO Chris Lenerz’ BOX BY MONDAY, JANUARY 29th**

**\* RECOMMENDATION FORMS WILL REMAIN CONFIDENTIAL**