

APPLICATION

FOR EMPLOYMENT: WRITERS

MSU
Minnesota State University, Mankato

Reporter

Please attach a writing sample with your application; submissions without a sample may be disregarded.

Personal Information

Last Name: _____ First Name: _____ Middle Initial: _____

Phone Number: _____ Email Address: _____

Present Address:

Street: _____ City: _____ State: _____ Zip: _____

Permanent Address:

Street: _____ City: _____ State: _____ Zip: _____

Experience

Have you worked for MNSU before? Yes No

If so, which Office or Department? _____

When did you work there? _____ Are you work study eligible? Yes No

Previous newspaper or writing experience: _____

Topics you would prefer to cover: _____

Academics

Have you completed or are you currently enrolled in ENG 101: Composition or equivalent? Yes No

Current or completed coursework related to position: _____

Student Status: Freshman Sophomore Junior Senior Graduate Student

Major: _____ Minor: _____

Interests, skills, foreign languages, etc.: _____

Schedule & Availability

Date you are available to start if hired: _____

Writers are expected to submit (2) stories per week on average; can you commit to this? Yes No

Are you willing to be assigned a story outside of your preferred topics? Yes No

Mandatory staff meetings are held on Friday mornings at 10 a.m.; can you make this time? Yes No

If you are not available at this time, can you meet privately with your supervising editor? Yes No

Are you familiar with AP Style? Yes No

Are you comfortable proofreading your own material? Yes No