

# ***TREVIA***

## **YEARBOOK STAFF APPLICATION INSTRUCTIONS**

- o Complete the **Application** (two sided sheet) and return to one of the following:
  - o Northfield-Mr. Wood, Social Studies Office (Rm. D224)
  - o Winnetka-Mr. Bond, English Office (Rm. 332) or *Trevia* Office (Rm. 013)
  
- o Give the **Adviser Recommendation** sheet to your adviser for completion. He/she should follow the instructions and return to Mr. Bond.
  
- o Give the **Teacher Recommendation** sheet to the teacher you have selected. He/she should follow the instructions and return to Mr. Bond.
  
- o When you complete your course selection online, go ahead and select *Trevia* Yearbook as one of your courses. This will show up on your list of courses as "PENDING". Once you have had your interview and been selected for the yearbook staff, this course will be officially added to your schedule for next year.
  
- o ALL portions of the application are due by  
**February 16'h** for early decision  
OR  
**April 6'h** for regular decision (space permitting)
  
- o *Trevia* editors will contact you for an interview once we have received all parts of your application



# Trevia 2019 Staff Application

Return to Mr. Bond (Winnetka, rm. 013 or 332)

or Mr. Wood (Northfield rm. D224)

DUE: February 16<sup>th</sup> (priority deadline)

April 6<sup>th</sup> (extended deadline-space permitting)

**Name:**-----Phone#: \_\_\_\_\_

**Adviser:**-----Graduation Year: \_\_\_\_\_

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## SCHEDULE

Trevia is a BIG time commitment-in addition to attendance EVERYDAY in yearbook class 9<sup>th</sup> period significant time after school and on weekends taking photographs and conducting interview is an expectation as is attendance at evening "Late Nights" during deadlines. Please list all the classes you plan to take for the 2018-2019 school year.

MAJORS (indicate any EB classes)

MINORS (include KW)

- Describe all of the extracurricular activities you plan to participate in next year. Include any sports, clubs, jobs, music lessons, volunteer work or other commitments, including the hours per week and portion of the year that you're involved in these activities.
- In addition to meeting everyday 9<sup>th</sup> period, staff members are expected to commit time after school an average of one to two times per week to work on their pages, take photographs of sports/clubs/events, and interview people for stories. Is this a commitment you will have any problem making? If so, explain.

## KILLS/EXPERIENCE[

*Note: A lack of experience in any of the particular areas below is not something that will exclude you from consideration or necessarily hurt your chances. The most important quality we look for in applicants is an enthusiasm and interest in learning new skills.*

- What experience do you have with cameras and photography?
- What experience do you have with Photoshop or other digital photo editing software?
- What creative or artistic outlets do you have in your life? Explain with an example of something creative you've done in or out of school.
- Describe one talent you have that you think would be valuable to the yearbook staff.
- Why do you want to be on the yearbook staff? What are you expecting to get from the **experience?**
- What interpersonal attributes will you add to the group if you are on the yearbook staff?
- Is there anything else we should know about you that would relate to your ability to be successful on the yearbook staff?

# *Trevia* Application

## Teacher Recommendation

**APPLICANT:**

Please complete the top portion of this recommendation and give it to a teacher who knows you well and can share some information regarding your work habits and personality.

**TEACHER:**

Return completed form to Kevin Bond or Josh Wood by Feb.16 (early decision) or Apr.6 (reg. decision).

**\*\*YOUR COMMENTS WILL BE NOT BE SHARED WITH ANY STUDENTS**

APPLICANT'S NAME: \_\_\_\_\_

ADVISER: \_\_\_\_\_ GRADUATION YR: \_\_\_\_\_

TEACHER: \_\_\_\_\_ EXTENSION: ----

DEPARTMENT: \_\_\_\_\_

- 1) In what capacity do you know this student?
- 2) How would you describe the way this student handles stress? (On a scale from 1-10)
- |  |   |   |   |   |   |   |   |   |    |            |
|--|---|---|---|---|---|---|---|---|----|------------|
|  | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | (positive) |
|--|---|---|---|---|---|---|---|---|----|------------|
- COMMENTS (potential problems in this area):
- 3) How would you describe the way this student responds to deadlines?
- |   |   |   |   |   |   |   |   |   |    |            |
|---|---|---|---|---|---|---|---|---|----|------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | (positive) |
|---|---|---|---|---|---|---|---|---|----|------------|
- COMMENTS (potential problems in this area):
- 4) How does this student work with others?
- |  |   |   |   |   |   |   |   |   |    |            |
|--|---|---|---|---|---|---|---|---|----|------------|
|  | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | (positive) |
|--|---|---|---|---|---|---|---|---|----|------------|
- COMMENTS (potential problems in this area):
- 5) How highly would you recommend this student for a position on the yearbook staff/
- |   |   |   |   |   |   |   |   |   |    |            |
|---|---|---|---|---|---|---|---|---|----|------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | (strongly) |
|---|---|---|---|---|---|---|---|---|----|------------|
- COMMENTS:
- 6) Is there any other factors-supporting or mitigating-that impact your estimation of this student to be a successful member of the yearbook staff?

*Thank you for your time. Please contact the Yearbook Office (x2279) or Kevin Bond (x7556) if you have any questions or additional information you would like to share regarding this applicant.*



# *Trevia* Application

## Adviser Recommendation

**APPLICANT:**

Please complete the top portion of this recommendation and give it to a teacher who knows you well and can share some information regarding your work habits and personality.

**ADVISER:**

Return completed form to Kevin Bond or Josh Wood by Feb.16 (early decision) or Apr.6 (reg.decision).

**\*\*YOUR COMMENTS WILL BE NOT BE SHARED WITH ANY STUDENTS**

APPLICANT'S NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

ADVISER: \_\_\_\_\_ GRADUATION YR: \_\_\_\_\_

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ADVISER: \_\_\_\_\_ EXTENTION: \_\_\_\_\_

1) How long have you known this student?

2) How would you describe the way this student handles stress? (On a scale from 1-10)

2 3 4 5 6 7 8 9 10 (positive)

COMMENTS (potential problems in this area):

3) How would you describe the way this student's ability to solve problems and take initiative?

2 3 4 5 6 7 8 9 10 (positive)

COMMENTS (potential problems in this area):

4) How does this student work with others?

2 3 4 5 6 7 8 9 10 (positive)

COMMENTS (potential problems in this area):

5) How highly do you recommend this student for a position on the yearbook staff/

1 2 3 4 5 6 7 8 9 10 (strongly)

COMMENTS:

6) Is there any other factors-supporting or mitigating-that impact your estimation of Ibis student to be a successful member of the yearbook staff?

*Thank you for your time. Please contact the Yearbook Office (x2279) or Kevin Bond (x7556) if you have any questions or additional information you would like to share regarding this applicant.*

