

Student Executive Application Form

FOR: Advertising Managers • Collegian Editor-In-Chief • Royal Purple Editor-In-Chief • Manhappenin' Editor-In-Chief

To apply for advertising manager, Collegian editor-in-chief, Royal Purple editor-in-chief and Manhappenin' editor-in-chief, complete this form and submit the below requirements to: Collegian Media Group, 103 Kedzie Hall, Manhattan, KS 66506. All materials, including letters of reference, must be received by the deadline.

Applicants must provide:

- Application form
- Essay (see details below)
- 2-3 samples of work (see details below)
- For AM, CEIC, REIC, MEIC positions only:
3 reference letters (see back for details)

POSITION FOR WHICH YOU ARE APPLYING:

Ranked by choice, if applicable. Please refer to our listings of job descriptions available in Kedzie 103.

First preference	Second preference	Third preference
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PERSONAL INFORMATION:

Applicant name	Semester & year for which you are applying
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Local address & phone number	E-mail address
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Permanent address & phone number

K-State major	Overall GPA	Hours enrolled for semester of application	Graduation semester
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SCHEDULE:

Attach a copy of your class schedule (or planned schedule). You must be enrolled in at least six credit hours. How many hours can you work?

Fall semester	Spring semester	Summer semester
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RELEVANT EXPERIENCE: (continue on additional paper if necessary)

ESSAY:

An essay of 400-600 words is required. (Manager and EIC applicants: if you are invited to interview, you will have a few minutes to give a presentation highlighting the details discussed in your essay.) *The essay should fully address the following:*

- How much time per week will you be able to devote to the job?
- List your target improvements. How will you implement those improvements?
- What changes would you make in the publication or on staff? How would you do it?
- What are your three main goals? Please consider anything from staff management to production.
- Why do you want the job? Why do you deserve the job?

SAMPLES:

(Advertising managers are exempt from this requirement) Two to three samples must be included that display your journalistic abilities.

Signature of applicant	Application date
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Student Executive Reference Form

FOR: Advertising Managers • Collegian Editor-In-Chief • Royal Purple Editor-In-Chief • Manhappenin' Editor-In-Chief

A copy of this form is to be submitted with each reference letter.

For the positions of advertising manager, Collegian editor-in-chief, Royal Purple editor-in-chief and Manhappenin' editor-in-chief, three reference letters are required, two professional (professional, adviser, co-worker or supervisor) and one personal (someone who knows the applicant beyond a professional setting).

The reference letters should be returned signed and sealed to: Collegian Media Group, Application Reference, 103 Kedzie Hall, Manhattan, KS 66506.

SECTION 1: (to be completed by the applicant)

Name Position for which you are applying

Signature Date

SECTION 2: (to be completed by reference)

Name (please print) Title/position

Relationship to applicant How long have you known the applicant?

Address City State ZIP

Home phone number Work phone number E-mail address

Signature Date

We appreciate your willingness to serve as a reference. We ask you answer as many questions as you are able in a reference letter attached to this form.

- Please explain your relationship with the applicant.
- How does the applicant deal with conflict?
- Please assess the applicant's leadership capabilities.
- How does the applicant deal with stress?
- How does the applicant work with people?
- How would you describe the applicant's strengths in terms of knowledge, attitudes and skills?
- How would you describe the applicant's liabilities and opportunities for improvement in terms of knowledge, attitudes and skills?
- Would you hire this applicant for the job? Why or why not?
- Please include other comments you think would assist in the hiring process.

OVERALL RECOMMENDATION: (please circle one)

Highly recommend Recommend Recommend with reservations Do not recommend

Thank you for serving as a reference. Your comments may be shared with the applicant during the interview process. This reference will be destroyed when it is no longer needed for hiring. It will not become part of the student's permanent record.