INTERNSHIP APPLICATION FORM

MPB is an equal employment opportunity employer. Discrimination because of an individual’s race, color, religion, sex, handicap or national origin is prohibited.

In order to be considered for an internship, you must submit a signed and completed application form along with your resume. Please refer to the Internship Opportunities section in the Employment Section of our website (www.mpbonline.org) to determine if additional application items, such as a writing sample, are required. All application items must be submitted as a complete package. **Incomplete applications will not be reviewed.**

Name(s) of Internship(s) Applied For:
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Name: ____________________________________________________________________________________________
School Address: ____________________________________________________________________________________
__________________________________________________________________________________________________
Permanent Address: _________________________________________________________________________________
__________________________________________________________________________________________________
School Phone Number: _____________________  Permanent Phone Number: ____________________________
E-mail Address: ____________________________________________________________________________________
Are you legally eligible to work in the U.S.? ______________________________________________________________
If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment? _______________________
Are you requesting that your college grant you credit hours for your internship? _______________________________
Dates available to perform internship: ________________________________________________________________
### Education:

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<th>NAME &amp; LOCATION</th>
<th>DEGREE &amp; DATE</th>
<th>MAJOR</th>
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Scholastic Honors and/or Licenses: ____________________________________________________________
______________________________________________________________________________________

### Employment History *(Includes paid, volunteer, and intern positions)*

Most Recent Employer: ___________________________________________ Phone Number: _____________________

Address: __________________________________________________________________________________

Supervisor’s Name & Title: ________________________________________________________________

Position Title: _______________________________________ Start Date: _______________ End Date: _____________

Description of Duties: ____________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Employer: ______________________________________________________ Phone Number: _____________________

Address: __________________________________________________________________________________

Supervisor’s Name & Title: ________________________________________________________________

Position Title: _______________________________________ Start Date: _______________ End Date: _____________

Description of Duties: ____________________________________________________________________
______________________________________________________________________________________
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## References

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## Publications and Articles:

____________________________________________________________________________

____________________________________________________________________________

## Community/Professional organizations, honors and awards:

____________________________________________________________________________

____________________________________________________________________________

## Activities relevant to the internship(s) for which you are applying:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

## Why would you like to work as an MPB intern?

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

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To meet the requirements of the Federal Communications Commission, MPB needs to collect information on the questions below for reporting purposes only. This information will not be used for making employment decisions. Your response is OPTIONAL and voluntary.

Sex: _________________________________ Ethnic Origin: _________________________________

Check any of the following which apply to you:

_____ Vietnam Era Veteran  _____ Disabled Veteran  _____ Handicapped

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Signature ____________________________________________________ Date ____________________________

For College Credit:

_____________________________________________________________ ________________________________
Student’s Signature        Date

_____________________________________________________________ ________________________________
Department Chairman’s Signature      Date
MPB offers internships at its office located in Jackson, Mississippi. MPB offers internships to students enrolled in any institution of higher learning or a vocational/trade school. MPB’s internship program is specifically designed to provide training and experience for students interested in public broadcasting. MPB internships are non-salaried; unless otherwise indicated.

**Internship Positions Available:** Internship opportunities are available in most areas of the company. The Internship Opportunities section on MPB’s website lists the specific internships available at MPB. This section may be viewed on MPB’s website, [www.mpbonline.org](http://www.mpbonline.org).

**Eligibility:** A candidate must be a graduate student, an undergraduate student, or have graduated from college within 12 months of beginning the internship.

**General Information:** Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit, if an agreement is made between the MPB Human Resources Department and the intern’s college or university. All interns are subject to the applicable MPB employee rules.

**Application Procedures:** Candidates must complete an application form and submit it with their resume. Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

**Mail, Fax or email Applications to:** Human Resources Department – Internship Program
Mississippi Public Broadcasting
3825 Ridgewood Road
Jackson, MS 39211
Fax: 601-432-6311
Email: careers@mponline.org

**Where to Go for Further Information:** MPB’s Website: [www.mpbonline.org](http://www.mpbonline.org)
MPB’s Human Resources Department – 601-432-6202 or 601-432-6273

*MPB is an Equal Opportunity Employer.*

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