INTERNSHIP APPLICATION PACKET

 



 

INTERNSHIP PROGRAM

Thank you for your interest in the DBI Internship Program. DBI offers internships year round that are divided into quarterly sessions. These internships are available to students fulfilling the following requirements:

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() Applicant must be at least 18 years of age and currently enrolled in a local college or university program for the specific purpose of gaining school credits towards a degree**

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() Must have an interest in radio broadcasting**

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() Have reliable transportation**

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() Must be able to maintain a reasonable work schedule which may include some weekends**

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() Maintain a professional image at work and when representing the company in the field**

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() Possess a positive and professional attitude**

The DBI Internship Program offers educational and motivating hands on experience of working in the radio broadcasting industry. If chosen as an intern you will walk away with a wealth of knowledge from assisting some of the top professionals in the business. In this program you will receive on the job training on:

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() Studio Etiquette**

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() Appealing to the targeted demographics**

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() Delivering positive energy to your audience**

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() Running an on air promotion**

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() Cutting commercial spots**

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() Planning, coordinating and executing a radio broadcast**

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() Establishing industry contacts and developing those relationships**

**![C:\Users\frontdesk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D5CWWWS3\1024px-Headphone_icon.svg[1].png]() and much more… Good luck!**

APPLICATION PACKET CHECKLIST

To apply for a position in the DBI Internship Program, please submit the following:

1. Internship Application

2. Internship Availability Form

3. Internship Letter of Interest

4. Internship Agreement

5. Internship Program Confidentiality Clause

6. Current Resume

7. Letter from your college or University (must be on letterhead) stating that you are currently enrolled and will be receiving course credit for your internship.

8. Current Transcript

The complete application packet should be sent to:

Davis Broadcasting Inc.

Promotions

P O BOX 1998

Columbus, GA. 31902

**PLEASE NO PHONE CALLS OR FAXES**

**NOTE:** Only completed packets will be considered for the internship program.

Once your packet has been reviewed and it is determined you may be a good fit for the program you will be contacted for an interview. Please do not call inquiring about your application.

INTERNSHIP APPLICATION

Please Print or Type

\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Name Middle Initial Last Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Street Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City State Zip

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Phone Cell Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/ Legal Guardian Name & Contact Phone

In the event of an emergency please contact (list name, phone and relationship)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College/ University Currently Attending Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Street Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Academic Advisor Name Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Major Minor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Enrollment Status Expected Graduation Date

INTERNSHIP AVAILIBILITY FORM

**Please indicate which Internship Session you are applying for and the start and end month:**

**\_\_\_\_** Fall Session from **\_\_\_\_** through**\_\_\_\_**

**\_\_\_\_** Winter Session from **\_\_\_\_** through**\_\_\_\_**

**\_\_\_\_** Spring Session from **\_\_\_\_** through**\_\_\_\_**

**\_\_\_\_** Summer Session from **\_\_\_\_** through**\_\_\_\_**

**Please indicate the hours you are available to work each day (must be a minimum of 20 total hours per week).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Start Time** | **End Time** | **Total Daily Hours** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Sunday** |  |  |  |

**Total Hours per Week \_\_\_\_**

**NOTE:** If you are accepted into the Internship Program you are not guaranteed the requested hours.

LETTER OF INTEREST

Please state in 200 words or less, why you should be accepted into the DBI Internship Program. Please type or print legibly.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

INTERNSHIP AGREEMENT

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby request that Davis Broadcasting, Inc. allow me to participate in their Columbus, Ga. Internship program. I acknowledge that if I am accepted, I will not be an employee or an agent of Davis Broadcasting, Inc. but will act solely as an unpaid intern, gaining school course credit and experience exclusively for my benefit, and will not represent to any party that I am an employee.

In consideration of the opportunity to acquire such experience, I do hereby release, hold harmless and forever discharge WFXE/WKZJ/WEAM/WIOL/WOKS/Davis Broadcasting, Inc., its owners, successors, agents, heirs, and employees from any and all liability for personal injury or property damage which I may sustain in the course of, as a result of, and/or as a consequence of directly and/or indirectly, during y internship at Davis Broadcasting, Inc.

This\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_

Applicant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager of Department where internship to occur:

I have fully explained the above statement to the intern applicant. Any and all questions from the intern have been explained and the intern fully understands the above–captioned statement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Name (please print) Manager Signature

INTERNSHIP PROGRAM

CONFIDENTIALITY CLAUSE

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** agree to respect the confidentiality and privacy of listeners and contact of WFXE/WKZJ/WEAM/WIOL/WOKS Radio.

Confidential information includes but is not limited to: plans, financial information, advertiser information, employment information, social security numbers, dates of birth, advertiser relations, news story sources, staff members phone numbers and/or any other information I might be privy to in the course of my internship.

I understand that breaching the trust of confidentiality will result in the termination of my internship without credit for course completion.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

Intern Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Manager Name (please print) Manager Signature

**\_\_\_\_\_\_\_\_\_\_\_\_**

Date