



## 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](http://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:

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Name: \_\_\_\_\_

School Name and Address: \_\_\_\_\_

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Mailing Address: \_\_\_\_\_

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Primary Phone Number: \_\_\_\_\_ Alternate 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:**

TYPE OF SCHOOL	NAME & LOCATION	DEGREE & DATE	MAJOR
High School	_____	_____	_____
College	_____	_____	_____
_____	_____	_____	_____

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known How Long: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known How Long: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known How Long: \_\_\_\_\_

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? \_\_\_\_\_





## INTERNSHIP PROGRAM INFORMATION

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](mailto: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

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