



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 departments of the agency. 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.

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 or Scan/Email Applications to:

Mississippi Public Broadcasting – Internship Program
Attn: Dr. Marvin H. Jeter, III, Chief of Staff
3825 Ridgewood Road
Jackson, MS 39211
Email: Internships@mponline.org

Where to Go for Further Information:

MPB's Website: www.mpbonline.org
Or email: marvin.jeter@mpbonline.org

MPB is an Equal Opportunity Employer.



MISSISSIPPI PUBLIC BROADCASTING FOUNDATION

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.

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 may not be considered.

Name of Applicant: _____
First Name Middle Initial Last Name

Internship(s) of Interest:

- | | | |
|---|--|--|
| <input type="radio"/> Education: Early Childhood | <input type="radio"/> Education: e-Learning | <input type="radio"/> Education: Classroom TV |
| <input type="radio"/> Audio/Media/Content | <input type="radio"/> Education: 3-5 Curriculum | <input type="radio"/> Education: 6-8 Curriculum |
| <input type="radio"/> Communications: Branding | <input type="radio"/> Video/Audio Production | <input type="radio"/> Video: Archives |
| <input type="radio"/> Communications: Copywriting | <input type="radio"/> Communications: Web Design | <input type="radio"/> Communications: Social Media |
| <input type="radio"/> Human Resources | <input type="radio"/> Technical Services | <input type="radio"/> Sales & Marketing |
| | <input type="radio"/> Other: _____ | |

Educational History:

<u>TYPE OF SCHOOL</u>	<u>NAME & LOCATION</u>	<u>DEGREE</u>	<u>MAJOR</u>	<u>DATE</u>
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
University	_____	_____	_____	_____

Scholastic Honors and/or Licenses: _____

Are you requesting college credit hours for your internship? _____ Semester available: _____

Community/Professional organizations, honors, and awards: _____

Experience/activities relevant to the internship(s) for which you are applying: _____

Your Mailing Address: _____

Primary Phone Number: _____ Alternate Phone Number: _____

E-mail Address: _____

School Name: _____

School Address: _____

Why would you like to work as an MPB intern?

Are you legally eligible to work in the U.S.? _____ If you are not a U.S. Citizen, list any restrictions on your eligibility for employment: _____

Work 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: _____

Additional Employer: _____ Phone Number: _____

Address: _____

Supervisor's Name & Title: _____

Position Title: _____ Start Date: _____ End Date: _____

Description of Duties: _____

References:

Reference #1: Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known How Long: _____

Reference #2: Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known How Long: _____

Reference #3 Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known How Long: _____

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*