

Infinity Atlanta
Internship
Application
Packet

Infinity Atlanta
WAOK WVEE & WZGC

Dear Intern Applicant:

Thank you for your interest in the WAOK/WVEE/WZGC Internship Program

Our internship program offers a unique and exciting opportunity to experience the day-to-day activities of the radio stations. This program will enable you to:

- Receive hands-on education and training on the planning, coordination and execution of the radio business.*
- Establish industry contacts and relationships for your future network*
- Become better informed on the day-to-day operations of running a commercial radio station.*
- Become inspired on the effectiveness and influence of radio in the public community*
- Receive educational/college credit earned towards your internship.*

Internships are offered year round and are divided into quarterly sessions. These internships are available to students fulfilling the following requirements:

- Student must be at least 18 years of age:*
- Have an interest in broadcasting*
- Enrolled in a local college or university program for the specific purpose of gaining school credits toward a degree*
- Ability to commute at specified times to the station*
- Dress appropriate for professional work environment*
- Possess a positive and professional attitude.*

Please take the time to peruse this information packet. Inside you will find all necessary information regarding the internship program.

Good luck! Thank you for your interest in WAOK/WVEE /WZGC

WAOK / WVEE / WZGC APPLICATION CHECKLIST

To apply for a position in The WAOK / WVEE /WZGC Internship Program please submit the following completed materials:

1. Internship Application Form
2. Internship Agreement
3. Internship Program Confidentiality Clause
4. Internship Interest Form
5. Internship Availability Form
6. Statement of Interest
7. Current Resume
8. Letter from your college or university (must be on their letterhead) stating that you are currently enrolled and **will be receiving college credit** for your internship.
9. Current Transcript

Completed Application and attachments should be sent to:

Janet Jack
Internship Coordinator
WAOK/WVEE /WZGC
1201 Peachtree Street, NE #800
Atlanta, GA 30361

Please no phone calls or faxes

NOTE: All materials must be submitted to the person indicated above. All materials #1-9 must be included at the time of application. Your application will not be processed without all of the above mentioned items. Following submission of the above, you will be contacted for an interview.

WAOK WVEE & WZGC INTERNSHIP APPLICATION

PLEASE PRINT OR TYPE

TODAY'S DATE: _____

FULL NAME: _____

ALIAS NAME: _____

FULL RESIDENCE ADDRESS: _____

ALL CONTACT PHONE NUMBERS: _____

PARENTS/GUARDIAN NAME: _____

PARENTS/GUARDIAN FULL ADDRESS: _____

PARENTS/GUARDIAN
ALL CONTACT PHONE NUMBERS: _____

ANOTHER NAME/ADDRESS & NUMBER FOR US TO CONTACT IN THE EVENT OF AN EMERGENCY:

SCHOOL CURRENTLY ATTENDING: _____

ADDRESS OF
SCHOOL: _____

SCHOOL PHONE NUMBER: _____

ACADEMIC ADVISOR
NAME: _____

ACADEMIC ADVISOR
NUMBER: _____

MAJOR: _____ MINOR: _____

ENROLLMENT
STATUS: _____

GRADUATION DATE: _____

WAOK WVEE & WZGC INTERNSHIP AGREEMENT

I, _____ hereby request that WAOK, WVEE, and WZGC (Infinity Radio) allow me to participate in their internship program. I acknowledge that, if I am accepted, I will not be an employee or an agent of Infinity Radio, but will act solely as an unpaid intern, gaining college credit and experience exclusively for my own 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 WAOK, WVEE and WZGC, Infinity Broadcasting, 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, or as a consequence of directly or indirectly, my internship at Infinity Broadcasting.

This _____ day of _____, 20_____

Intern Applicant Name

Intern Applicant Signature

Manager of Department where internship to occur:

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

Manager Signature

**WAOK, WVEE
INTERNSHIP PROGRAM
CONFIDENTIALITY CLAUSE**

I, _____ agree to respect the confidentiality and privacy of listeners and contacts of WAOK, WVEE and WZGC Radio

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

I understand that the information of a confidential nature that I am exposed to must remain confidential and is not to be discussed with anyone outside of the radio stations.

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

Intern Signature

Date

Sue Gosnell, Office Manager, WAOK, WVEE & WZGC

Date

WAOK WVEE & WZGC INTERNSHIP INTEREST FORM

Please mark your areas of interest by ranking them from 1-5 with 1 being of most importance to you and 5 being least.

- _____ General Administration
- _____ Engineering
- _____ WAOK Programming Department
- _____ WVEE Programming Department
- _____ dave-fm Programming Department
- _____ Production
- _____ News Department
- _____ Marketing and Promotions Department
- _____ Sales Department

List school/college courses taken applicable to your main area of interest:

WAOK WVEE & WZGC INTERNSHIP AVAILABILITY FORM

_____ FALL SESSION From _____ through _____
_____ FALL SESSION From _____ through _____
_____ SPRING SESSION From _____ through _____
_____ SUMMER SESSION From _____ through _____

NUMBER OF HOURS AVAILABLE PER DAY (MUST BE AT LEAST 20 HOURS
TOTAL PER WEEK)

MONDAY	FROM _____ O'CLOCK	UNTIL _____ O'CLOCK = TOTAL _____
TUESDAY	FROM _____ O'CLOCK	UNTIL _____ O'CLOCK = TOTAL _____
WEDNESDAY	FROM _____ O'CLOCK	UNTIL _____ O'CLOCK = TOTAL _____
THURSDAY	FROM _____ O'CLOCK	UNTIL _____ O'CLOCK = TOTAL _____
FRIDAY	FROM _____ O'CLOCK	UNTIL _____ O'CLOCK = TOTAL _____
SATURDAY	FROM _____ O'CLOCK	UNTIL _____ O'CLOCK = TOTAL _____
SUNDAY	FROM _____ O'CLOCK	UNTIL _____ O'CLOCK = TOTAL _____

TOTAL HOURS PER WEEK _____

