



2015 UNPAID INTERNSHIP APPLICATION

NAME: _____

ADDRESS & PHONE

EMAIL:

PERMANENT ADDRESS & PHONE (if different from above)

Name of emergency contact (please print): _____

Number to reach them _____

Academic School or College: _____

Major: _____ Minor: _____

Year in School: _____

Grade Average: _____

Expected Graduation Date: _____

Skills:

When are you available to start a work-study/internship? _____

Approximate hours/days per week: _____



INTERNSHIP FOCUS:

ideastream provides internships that provide experiences in several areas of the organization. Please indicate the internship focus that best fits your education and career aspirations.

Content:

- _____ Culture Group (Arts and entertainment production)
- _____ Health Topics (Production and Research)
- _____ Multiple Media Journalism/News and Public Affairs
- _____ Classical Radio/Music Production

Development and Communications:

- _____ Fundraising/Community Development
- _____ Promotions/Communications
- _____ Graphic Arts

Technology/Digital Media Production

- _____ IT areas of focus
- _____ TV Production – Studio or Field Production

Administration

- _____ Accounting/Finance
- _____ Human Resources

Please include a **cover letter** outlining your academic experiences, internship goals and future career goals that relate to your internships choice(s). We also need a **resume**, a copy of your last semester **grades** (computer printout OK), and a **letter of recommendation**. We also like to see either links to work samples if you have some.

Please list any other internship experiences you have had:



ideastream unpaid internships **must** be done for academic credit or be required for your school program. Please provide a contact for your program. Provide your internship supervisor any required documents.

Academic Advisor or Professor: _____

Advisor/Professor Phone: _____ email: _____

What, if any, limitations do you have that may have a bearing on your placement?

Do you have a driver's license and use of a car? Yes___ No___ License Only ___

Applicant's Certification

I certify that the information provided in this application is complete and accurate to the best of my knowledge. I understand that falsification, misrepresentation or omission of facts in the application will disqualify me from further consideration or, if I am accepted, will be sufficient cause for my immediate dismissal. I understand that any Internship offer made to me is contingent upon background checks.

I authorize **ideastream®** to obtain information about me or, to investigate, in its discretion, my past educational and employment history, personal references or other types of information provided in this application. I understand I have the right to request from the Company in writing, the nature and scope of any investigation requested. I also understand that the release of the information disclosed to **ideastream®** is only for the official use of **ideastream®** with respect to my application for an internship and no other purposes. I authorize my past employers, all references, and any other persons to answer all questions asked by **ideastream®** concerning my education, abilities, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

I understand that this internship experience is for college credit and I will not be paid. I acknowledge that, in the event of my acceptance, the relationship with **ideastream®** is "at will," which means that I may resign at any time and **ideastream®** may discharge me at any time with or without cause. I further understand this "at will" relationship may not be changed by any written document, by oral statement, or by conduct unless such change is specifically acknowledged in writing by an authorized executive of **ideastream®**.

Date: _____

Applicant signature: _____

ideastream®



Please print name: _____



WHAT DO I DO NEXT?

Return this application form and don't forget to include:

- Cover letter
- Résumé
- Last Quarter/Semester Transcript (Computer Printout acceptable)
- Letter(s) of recommendation (at least one)
- Work Sample or Essay

Email all items to: HR@ideastream.org

Please write "internship" in the subject line.