



THE PALEY CENTER FOR MEDIA

INTERNSHIP APPLICATION

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle

Home Address _____
Number Street Apt# City State Zip Code

School Address _____
Number Street Apt# City State Zip Code

Contact Info _____
Email: Cell: Home:

Days Available Monday Tuesday Wednesday Thursday Friday Weekends

Area(s) of Interest _____ Possible Start Date: _____

How did you hear about the internship? _____

Are you eligible to receive Academic Credit (required for internship) Yes No

Have you previously been employed, completed an internship or volunteered at The Paley Center for Media? Yes No

If yes, please list dates, positions and name used (if different) _____

If you are under 18 and it is required, can you furnish a work permit?

Yes No Not Applicable

(If under 18, hire is subject to verification that you are of minimum legal age)

Do you have the legal right to work in the United States?

Yes No

(If offered a position, the Immigration Reform & Control Act of 1986 requires you to furnish proof of your employment eligibility and identity before you can begin work.)

MILITARY

Have you served in the US Armed Forces? Yes No

Branch _____ Date Entered _____ Date Discharged _____

| EDUCATION | | |
|------------------------------------|-------------------|---------------------------|
| Name and Location | Did you graduate? | Degree or course of study |
| High School | | |
| College (s) | | |
| Graduate School or Other Education | | |

| EMPLOYMENT / INTERNSHIP HISTORY | | | |
|---|----|---|---------------|
| From | To | Employer | Telephone No. |
| Starting Job Title/Final Job Title | | Address | |
| Immediate Supervisor and Title | | Summarize the nature of work performed and job responsibilities | |
| May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Reason for leaving | | Salary Start \$ _____ per _____ Final \$ _____ per _____ | |
| From | To | Employer | Telephone No. |
| Starting Job Title/Final Job Title | | Address | |
| Immediate Supervisor and Title | | Summarize the nature of work performed and job responsibilities | |
| May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Reason for leaving | | Salary Start \$ _____ per _____ Final \$ _____ per _____ | |
| From | To | Employer | Telephone No. |
| Starting Job Title/Final Job Title | | Address | |
| Immediate Supervisor and Title | | Summarize the nature of work performed and job responsibilities | |
| May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Reason for leaving | | Salary Start \$ _____ per _____ Final \$ _____ per _____ | |

SKILLS & QUALIFICATIONS

Please list other qualifications such as technical and computer skills that should be considered

Professional licenses, certifications or registrations

Additional skills, including supervision skills, other languages or information regarding your career/occupation you wish to bring to the employer's attention

APPLICATION STATEMENT:

Please read the following application statement and sign below. If you have any questions regarding this statement, please ask a member of the Human Resources Department.

I certify that all information I have provided in order to apply for and secure work with The Paley Center for Media is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (I) cancel further consideration of this application, or (II) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, The Paley Center for Media, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or internship interview.

I authorize and request and thereby waive any claims against any present or former employer, school, financial institution or any governmental agency or persons having personal knowledge about me to furnish The Paley Center for Media, or its agent, with any and all information in their possession regarding me which is reasonably related to my internship with The Paley Center for Media. I acknowledge that a photocopy of this authorization be accepted with the same authority as the original and shall be valid for this or any future reports or updates that may be requested.

I understand that The Paley Center for Media does not unlawfully discriminate and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for an internship on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from The Paley Center for Media and still wish to be considered for an internship opportunity, it will be necessary to reapply and fill out a new application.

I understand that any offer of an internship will be conditioned on The Paley Center for Media's receipt of satisfactory responses to background check and reference requests.

If I accept an internship, I agree to conform to the rules and policies of The Paley Center for Media. I further agree that my internship can be terminated at will, with or without cause, and with or without notice, either at my option or at that of The Paley Center for Media. I understand that no employee or representative of The Paley Center for Media, other than an Executive Vice President or above, has the authority to alter the at-will nature of my internship relationship, or make any agreement contrary to the foregoing, and that any such agreement to the contrary shall be in writing. I have been given the opportunity to ask questions regarding The Paley Center for Media's rules and my potential status as an intern-at-will, and no representative of The Paley Center for Media has promised or implied to me that I will be under any internship offer terms other than stated above.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICATION STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement:

Signature of Applicant: _____ Date: ____ / ____ / ____