

*CBS Radio  
Atlanta  
Internship  
Application  
Packet*

**CBS Radio Atlanta  
2008  
WAOK WVEE & WZGC**

Dear Intern Applicant:

Thank you for your interest in the WAOK/WVEE/WZGC's Internship Program. Our program is available ONLY to currently enrolled college students who will receive college credit for their learning experience with us.

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

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

Internships are offered year round and we are flexible in working with colleges and universities starting and ending dates. Students must meet the following requirements to be eligible:

- Ø Student must be at least 18 years of age:
- Ø Have an interest (major or minor) in broadcasting, journalism, or business.
- Ø Enrolled in a college or university program for the specific purpose of gaining school credits toward a degree.
- Ø Possess the ability to commute at specified times to the station
- Ø Dress appropriate for professional work environment
- Ø Possess a positive and professional attitude.

All forms contained in this packet must be completed for consideration.

**Good luck! Thank you for your interest in WAOK/WVEE /WZGC's Internship program,**

Sue Gosnell  
Office Manager  
Internship Program Manager  
CBS Radio Atlanta  
Atlanta, GA  
404-898-8974  
[sue@cbsradio.com](mailto:sue@cbsradio.com)

**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

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 (CBS Radio Atlanta 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 CBS Radio Atlanta 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, CBS Radio Atlanta 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 CBS Radio Atlanta 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:

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# 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 (NOT TO EXCEED 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 \_\_\_\_\_



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