



INTERNSHIP APPLICATION FORM

NPR is an affirmative action/equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.

In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and your resume. Please refer to the Internship Opportunities bulletin (information on obtaining a copy of the bulletin is listed on the back page of this application) 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 will not be reviewed.

Name(s) of Internship(s) Applied For:

Name: _____

School Address: _____

Permanent Address: _____

School Telephone Number: _____ **Permanent Telephone Number:** _____

Social Security Number: _____

Are you legally eligible to work in the U.S.? _____

If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment? _____

Are you requesting that your college grant you credit hours for your internship? _____

Dates available to perform internship: _____

If you do not receive an internship at NPR, would you be interested in being considered for an internship position at a member station? _____

If so, where? _____

Education:

<u>Type of School</u>	<u>Name and Location</u>	<u>Degree/Date</u>	<u>Major</u>
High School	_____	_____	_____
College	_____	_____	_____
_____	_____	_____	_____

Scholastic Honors and/or Licenses: _____

Employment History *(Includes paid, volunteer, and intern positions)*

Most Recent Employer: _____ **Telephone Number:** _____

Address : _____

Supervisor (Name & Title): _____

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

Description of duties: _____

Employer: _____ **Telephone Number:** _____

Address : _____

Supervisor (Name & Title): _____

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

Description of duties: _____

References

Name: _____ **Telephone Number:** _____

Company/School : _____

Relationship: _____ **Known how long:** _____

Name: _____ **Telephone Number:** _____

Company/School: _____

Relationship: _____ **Known how long:** _____

Name: _____ **Telephone Number:** _____

Company/School: _____

Relationship: _____ **Known how long:** _____

Publications and Articles: _____

Community/professional organizations, honors and awards: _____

Activities relevant to the internship(s) for which you are applying: _____

Why you would like to work as an NPR intern? _____

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:** _____

INTERNSHIP PROGRAM INFORMATION

NPR offers internships at its national headquarters in Washington, D.C. The internship program is designed to provide students and recent graduates with an opportunity to learn about broadcasting and the supporting areas of NPR.

Internship Positions Available: Internship opportunities are available in most areas of the company. The Internship Opportunities bulletin lists the specific internships available at NPR. The bulletin may be viewed on NPR's web site, or picked up from the lobby of our headquarters building between the hours of 8:30 a.m. and 6:30 p.m. Monday through Friday.

Eligibility: A candidate must be a graduate student; an undergraduate student; or have graduated from college within 6 months of beginning the internship.

General Information: Interns are expected to work between 20 and 40 hours a week during an 8 to 12 week internship period. Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit if an agreement is made between the NPR Human Resources Department and the intern's college or university. All interns are subject to the applicable NPR employee rules, including its Employment Dispute Resolution Policy.

Application Procedures: Candidates must complete an application form and submit it with their cover letter and 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.

Application Deadlines: For the Summer program, applications are due by February 15; for the Fall program, applications are due by July 15; and for the Winter/Spring program, applications are due by November 15.

Mail or Fax Applications to: Human Resources Department – Internship Program
National Public Radio
Human Resources Department
635 Massachusetts Avenue, NW
Washington, DC 20001
Fax - (202) 513-3047

Where to Go for Further Information: NPR's web site - www.npr.org
NPR Human Resources Department - (202) 513-2909
(toll free number – 1-800-235-1212 x2908)

NPR is an Equal Opportunity Employer.

VOLUNTARY SELF-IDENTIFICATION FORM

NPR has an affirmative action program to ensure equal employment opportunity. We ask you to voluntarily help us measure the effectiveness of this program by answering the questions below.

The information we collect is used for statistical purposes only. This form is kept separate from the employment application, and is only accessible to staff members in the Human Resources Division and General Counsel's Office working with NPR's affirmative action plan.

Answers on this form do not bar you in any way from employment consideration.

Position(s) Applied For: _____

Name: _____

Your city, state, and zip code: _____

Today's Date: _____ **Date of Birth:** _____

How did you find out about the position for which you are applying?

Advertisement _____ **Where?** _____

Conference _____ **Which One?** _____

Job Fair _____ **Where?** _____

NPR Employee _____

NPR Job Line _____

NPR Web Site _____

School _____ **Which school?** _____

Walk-In _____

Other _____

Sex: _____ **Ethnic Origin:** _____

Check Any of the Following Which Apply to You:

Vietnam Era Veteran _____ **Disabled Veteran** _____ **Handicapped** _____