

Adams Radio Group Internship Application Packet

ADAMS
RADIO GROUP



Dear Intern Applicant:

Thank you for your interest in the Adams Radio Group 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 as well as event planning.*
- 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 all year and are divided into semesters or sessions. These internships are available to students fulfilling the following requirements:

- Student must be at least 18 (possibly 21 depending on specific internship).*
- Have an interest in or be majoring in broadcasting, marketing, music, sales, writing, or event planning.*
- Enrolled in a 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 the Adams Radio Group Internship Program

ADAMS RADIO GROUP APPLICATION CHECKLIST

To apply for a position in the Adams Radio Group Internship Program please submit the following completed materials.

1. All items, completed from within this application including:
 - A. Internship Application Form
 - B. Internship Agreement
 - C. Internship Program Confidentiality Clause
 - D. Internship Interest Form
 - E. Internship Availability Form
 - F. Statement of Interest
2. Please also include a current resume with application.
3. Once awarded the internship, a 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.
4. Once awarded internship, a current transcript.

Completed Application and attachments should be emailed or mailed to:

Email - ronstone@argdp.com

**Adams Radio Group
119 W Naylor Mill Rd, Suite 10A
Salisbury, MD 21801**

NOTE: All materials must be submitted to the person(s) indicated above. All materials and parts of #1 and #2 above must be included at the time of application. Your application cannot be processed without these items. Following submission of the above, you will be contacted for an interview. Items #3, #4, #5 will be required **AFTER** you are awarded the internship.

Adams Radio Group
INTERNSHIP APPLICATION
PLEASE PRINT OR TYPE

TODAY'S DATE: _____

FULL NAME: _____

ALIAS NAME: _____

FULL RESIDENCE ADDRESS: _____

PHONE NUMBER: _____ Email: _____

PARENTS/GUARDIAN NAME: _____

PARENTS/GUARDIAN FULL ADDRESS: _____

PARENTS/GUARDIAN PHONE NUMBERS: _____

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

SCHOOL CURRENTLY ATTENDING: _____

SCHOOL PHONE NUMBER: _____

ACADEMIC ADVISOR NAME: _____

ACADEMIC ADVISOR PHONE NUMBER: _____

MAJOR: _____ MINOR: _____

ENROLLMENT STATUS: _____

GRADUATION DATE: _____

Adams Radio Group INTERNSHIP AGREEMENT

I, _____ hereby request that Adams Radio Group 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 Adams Radio Group, 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 Adams Radio Group, 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 Adams Radio Group.

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 as have been explained and intern fully understands above-captioned statement.

Manager Signature

ADAMS
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Adams Radio Group INTERNSHIP PROGRAM CONFIDENTIALITY CLAUSE

I, _____ agree to respect the confidentiality and privacy of listeners and contacts of Adams Radio Group.

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

Adams Radio Group Representative

Date



Adams Radio Group **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

_____ Programming Department

_____ Production

_____ Marketing and Promotions and Event Planning Department

_____ Sales

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

ADAMS RADIO GROUP INTERNSHIP AVAILABILITY FORM

_____ FALL SESSION From _____ through _____

_____ WINTER 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 _____

Adams Radio Group Statement of Interest

Please state, in 200 words or less, why you would like to become an intern... (Please print neatly or type)

