



Mel Wheeler, Inc. Internships

It is the policy of Mel Wheeler, Inc. to offer internships to college students seeking a career in broadcasting. These internships are offered to be a part of the formal education of the intern and as such are unpaid. Internships are in our Promotions and News Departments. If accepted, Promotions Interns would report to the Promotions Director of the station to which you are assigned. News Interns would report to the WFIR News Director.

Promotion Interns will see the “behind the scenes” operation of the station. The coordination of promotional events occurs between sales, on-air, and promotion staff. As such, events must be highly organized and carried out to the satisfaction of the client. Applicants should be prepared to work evenings, weekends and in all types of weather. Applicants should be prepared to meet and assist the public, as well as be willing and able to carry loads up to 40 lbs.

News Interns would assist the news department in the gathering, research, and writing of news stories.

This is not an “on-air” internship. You may learn aspects about on-air broadcasting, as well as sales and engineering, but those are not the focus areas of these internships.

The application process is as follows:

1. Submit an Intern Application, including essay. Applications should be mailed, emailed or faxed to:
Mel Wheeler, Inc.
Attn: Human Resources
3934 Electric Road
Roanoke, Virginia 24018
Fax: 540-774-5667
cskinner@wheelerbroadcasting.com
2. All complete applications will be evaluated by the application committee consisting of the General Manager, Program Director, Human Resource Director and Promotions Director.
3. Outstanding candidates will be asked to interview.
4. The successful candidate(s) will be notified and a start date determined.

If you have any questions about being an intern at Mel Wheeler, or the application process, please call Human Resources at 774-9200.



Mel Wheeler Inc. Intern Application

LAST NAME		FIRST NAME		M.I.		DATE S OF INTERNSHIP REQUESTED	
STREET ADDRESS			CITY		STATE	ZIP CODE	TELEPHONE NUMBER
ARE YOU 18 YEARS OF AGE OR OLDER?		ARE YOU A HIGH SCHOOL GRADUATE?				EMAIL ADDRESS	
DO YOU HAVE A FCC RESTRICTED RADIO TELEPHONE OPERATOR PERMIT? ___NO ___YES DATE ISSUED _____		BUSINESS MACHINES, WORD/DATA PROCESSING EQUIPMENT YOU CAN OPERATE?				ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.? YES NO	
DO YOU HAVE THE ABILITY TO PERFORM THE SPECIFIC JOB FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING? ___YES ___NO							
IF YES, ARE YOU ABLE TO PERFORM THESE TASKS WITH OR WITHOUT ACCOMMODATION? ___WITH ___WITH OUT							
IF YOU CAN PERFORM THESE TASKS WITH AN ACCOMMODATION, HOW WOULD YOU PERFORM THESE TASKS, AND WITH WHAT ACCOMMODATION?							
HOW DID YOU COME TO APPLY WITH US?		NEWSPAPER		EMPLOYEE		EMPLOYMENT AGENCY OTHER	
HAVE YOU EVER BEEN CONVICTED OF A FELONY RELATED TO YOUR ABILITY TO PERFORM IN THE JOB FOR WHICH YOU ARE APPLYING? ___YES ___NO IF YES, PLEASE EXPLAIN ON THE BACK OF THIS APPLICATION.							

<i>LIST SCHOOL HISTORY BELOW</i>						
HIGH SCHOOL	LOCATION(S)	COLLEGE(S)		FROM MO / YR	TO MO / YR	MAJOR
<i>EMPLOYMENT HISTORY. List all employment, starting with your most current employment.</i>						
EMPLOYER/CITY,STATE	FROM MO. / YR	TO MO. / YR	POSITION		REASON FOR LEAVING	
<i>THREE REFERENCES – NAME, RELATIONSHIP, CONTACT PHONE NUMBER</i>						
<p>PLEASE ATTACH A 250-WORD ESSAY ON THE FOLLOWING TOPIC: <i>DESCRIBE YOUR REASONS FOR WANTING A BROADCASTING CAREER AND DISCUSS YOUR QUALIFICATIONS TO BE IN RADIO BROADCASTING OR ENGINEERING.</i></p>						

It is the policy of these Stations not to discriminate in their employment practices because of a person's race, color, creed, religion, sex, national origin, age, or disability. Discriminatory employment practices are specifically prohibited by the Federal Communication Commission. If you believe your equal rights have been violated, you may contact the FCC in Washington, D.C. 20554, or other appropriate state or local agency.

If you are accepted for an internship at one of our stations, you will be required to sign an Internship Acknowledgment and Consent which states the conditions and terms of the internship. You will also be asked to sign a confidentiality agreement. It is understood and agreed that any misrepresentation by you in this application will be sufficient cause for cancellation of this application and/or separation from the Company if you have been employed or offered employment or an internship. Upon acceptance of employment/internship with the Company, I agree to follow all the policies, procedures, rules and regulations of the Company.

Signature of Applicant

Date