



**Application for ETV Academic Internship**

Requirements: In order to qualify as an ETV Academic Intern, you must meet the following requirements prior to applying:

1. 16 years of age
2. Enrolled as a full time student in a Lee County High School or Technical School
3. Enrolled in at least one Television Production or Career Technology course (including OJT)
4. Have and maintain above a 3.0 cumulative grade point average
5. Exemplary discipline and attendance (proof required from School Office of Student Affairs)
6. **Be able to provide your own transportation to and from work and to various school locations**
7. Successfully complete Intern Application Audition Process & Interview
8. Recommendations from one teacher and one administrator or dean at your current school
9. Able to carry and operate video equipment
10. Available to work up to 10 hours per week after school and some evenings
11. Meet acceptable dress code requirements as set for school district employees
12. Pass an FBI background check
13. Ability to work as a team with other students and employees

As an intern with Emerging Technology & Virtual Instruction, you will be required to perform a variety of tasks including, but not limited to:

- Videotaping and editing of district events
- Writing and revising scripts for productions used internally and broadcast on the district community access channel, LEARN-TV99
- Assisting with maintenance and housekeeping duties in the ETV department
- Assisting with video training activities throughout the district
- Creating and editing graphics used for video and multimedia presentations
- Assisting with meetings and presentations in the school board meeting room

**Instructions:** Complete the application. If you fill out the application electronically, double-click each field and replace the line with your response. Email, mail, or fax the application with any additional information attached. Email address: jasonss@leeschools.net; Fax number and address are shown above. If you fax, please include a cover sheet. Fax to Jason Sill – Video Production Specialist ETV 239-461-8451.

**Experience:** Please check which production area(s) you have experience with:

- |  |                                   |   |                                      |
|--|-----------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Videographer    | <input type="checkbox"/> Editor   | <input type="checkbox"/> Graphics/Animation | <input type="checkbox"/> Audio       |
| <input type="checkbox"/> Live Production | <input type="checkbox"/> Reporter | <input type="checkbox"/> Producer           | <input type="checkbox"/> Other _____ |

**Contact Information**

Social Security Number \_\_\_\_\_  
 Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Personal Information**

Are you age 16 or older?  Yes  No  
 Are you a citizen or are you legally authorized to work in the United States?  Yes  No  
 Current School Attending: \_\_\_\_\_



**Education**

Television Production or OJT class currently enrolled in: \_\_\_\_\_

Current GPA: \_\_\_\_\_

**Educational References**

Provide the following information for a teacher and administrator at your school that can validate your potential and provide insight about your work ethic and capabilities.

Teacher Name: \_\_\_\_\_

Subject Area/position: \_\_\_\_\_

School \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Months/years known? \_\_\_\_\_

Administrator Name/Title: \_\_\_\_\_

Subject Area/position: \_\_\_\_\_

School \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Months/years known? \_\_\_\_\_



**Criminal History:** State Law requires that each applicant be fingerprinted prior to employment. The School District of Lee County will receive information on all records, including juvenile and those that have been sealed, expunged, or where adjudication was withheld. To omit a response or to be untruthful in your response, regardless of any previous information received from an attorney, a judge, or any third party, will be considered falsification of your application and is a cause for dismissal from employment.

- Yes  No Have you ever been convicted of an offense (**misdemeanor or felony**) other than a minor traffic violation? Driving Under the Influence [DUI], Driving While Intoxicated [DWI], and Driving While Impaired [DWAI] convictions are not minor and must be reported.
- Yes  No Have you ever been found guilty of a criminal offense?
- Yes  No Have you ever entered a nolo contendere or no contest plea in a criminal proceeding?
- Yes  No Have you ever had a criminal record sealed?
- Yes  No Have you ever had a criminal record expunged?
- Yes  No Have you ever participated in any type of pre-trial intervention/diversion program that resulted in the charges being reduced/dissmised or not prosecuted?
- Yes  No Have you ever had adjudication withheld in a criminal offense?
- Yes  No Are there criminal charges currently pending against you?
- Yes  No Have you ever been imprisoned or jailed in a criminal proceeding?
- Yes  No Have you ever been placed on probation in a criminal proceeding?

If you answer 'yes' to any questions, please explain below.

Charge	Dates	Police Agency
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Release and Declaration**

I declare that the answers given by me to the foregoing questions and statements are true and correct without pertinent omissions. I understand that my employment is contingent upon the accuracy of the information in this application and that false information or omissions, either made by me or by other persons, may result in termination of my employment and possible criminal charges. I agree that the Board shall not be held liable if my employment is terminated because of the falsity of statements, answers or any omissions thereto.

To the best of my knowledge, I am physically able to perform the essential functions as explained to me for the position for which I am applying. I waive all provisions of the law prohibiting any physician, person, hospital, or other institution that has attended, or may hereafter attend me or furnish me with treatment from disclosing to the Board any knowledge of information hereby acquired. I also authorize all former employers, schools, and the persons named above to give any information regarding my employment, together with any information they may have regarding me, to the Personnel Services office of the School District of Lee County. I hereby release said employers, schools, or persons from all liability for issuing this information.

I Agree  Yes  No



**Hiring Process:**

Prior to hiring an intern candidate, he or she must first attend a three day workshop that will cover basic video production techniques. Some of these skills include but are not limited to the following:

1. How to shoot video with an HPX-170 Panasonic P2 Camera
2. Pre - Production
3. Using a tripod
4. Developing a story for video
5. How to conduct an on camera interview
6. Shooting B-Roll
7. Non-linear Editing using Adobe Premiere Pro CS5
8. Script writing
9. Creating a Voice Over
10. Post - Production

Every student intern is expected be a Multi-Media Journalist and he or she must exemplify the knowledge and skills to shoot, write, edit and produce their own digital video stories.

Our goal is to train and provide our student interns with the professional production skills they will need for college and professional work in the television production industry.

**The Audition:**

For the first month, our student interns must show that they can execute and produce their own digital video story from pre-production to post-production. Students will use the skills learned from the workshop. During this one month "audition" students will become familiar with the equipment in the ETV Studio and Control Room. Students will also have an opportunity to familiarize themselves with current shows produced for the District Channel LEARN-TV 99.

**Hiring:**

Once it is determined a student will be hired, the student must complete the following:

**Step One:**

1. ETV Student Intern Application
2. Proof of Identification: Passport, Social Security Card or Drivers License
3. Finger printing by the School District (must bring photo id)

**Step Two: (Assuming finger prints are cleared)**

4. Personnel Action Form (filled out by our Department)
5. I-9 Employment Eligibility Verification Form
6. Employment Reference Form

**Step Three:**

7. Employee is issued a DID number
8. Request Form for LCPEC Access Card/Badges