



# Ohio Legislative Service Commission Internship Program 2010 Telecommunications Application

To be eligible for a 2010 telecommunications intern position, you must complete at least a bachelor's degree program with a video production-related major by December 2009. A bachelor's degree in another area of study may be acceptable if the applicant has acquired the requisite video production skills. All applications postmarked on or before May 31, 2009 will be considered on time. In addition to this form, applications must include:

- (1) a resume;
- (2) most recent sealed official transcripts of all college-level study lasting two or more quarters/semesters;
- (3) three sealed letters of recommendation from persons familiar with your academic work, employment experience, extracurricular activities, and/or community activities. Letters of recommendation should not be requested from an elected public official unless you were employed by the public official and the official can comment specifically on your performance and work habits;
- (4) two- to four-page typewritten autobiography. This requirement will be used to evaluate your writing skills and to help the selection committee learn more about you; and
- (5) a 10-minute (maximum) demo DVD, with your name and duties related to the project(s) clearly indicated. VHS tape submissions will not be accepted. DVDs may not be returned to you.

Please print or type. You may continue your response to any item on a separate page.

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APPLICANT'S NAME

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CURRENT ADDRESS

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ALTERNATE ADDRESS

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CURRENT TELEPHONE

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ALTERNATE TELEPHONE

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E-MAIL ADDRESS

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HIGHEST DEGREE OBTAINED PRIOR TO DECEMBER 2009

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EDUCATIONAL MAJOR(S)

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EDUCATIONAL INSTITUTION FROM WHICH YOU HAVE OR WILL RECEIVE YOUR HIGHEST DEGREE

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CUMULATIVE GPA (LIST UNDERGRADUATE AND GRADUATE GPA SEPARATELY, IF APPLICABLE)

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LIST ALL HIGHER EDUCATIONAL INSTITUTIONS ATTENDED, DATES ATTENDED, AND ANY DEGREE EARNED

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LIST ANY PRODUCTION EXPERIENCE, INDICATING FOR WHOM YOU WORKED, LENGTH OF TIME OF JOB OR PROJECT, AND THE TYPE OF WORK PERFORMED (I.E. VIDEOGRAPHY, DIRECTING, EDITING, LIGHTING, AUDIO, TALENT, OR OTHER)

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LIST ANY AWARDS, HONORS, ACTIVITIES, AND MEMBERSHIPS

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LIST ANY HOBBIES, SPECIAL INTERESTS, AND/OR VOLUNTEER ACTIVITIES

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HOW DID YOU HEAR ABOUT THE LSC INTERNSHIP PROGRAM?

HAVE YOU EVER BEEN CONVICTED OF A CRIME, OTHER THAN A TRAFFIC OFFENSE? YES \_\_\_ NO \_\_\_

ARE YOU WILLING TO SIGN AN AUTHORIZATION FORM FOR AN EMPLOYMENT REFERENCE CHECK? YES \_\_\_ NO \_\_\_

\*\*\* ANY OFFER OF EMPLOYMENT IS CONTINGENT UPON THE COMPLETION OF A SATISFACTORY BACKGROUND CHECK. \*\*\*

\*\*\* FALSIFICATION OF INFORMATION ON THIS FORM OR PROVIDING FALSE INFORMATION DURING ANY PART OF THE APPLICATION PROCESS, WRITTEN OR VERBAL, CAN RESULT IN TERMINATION OF EMPLOYMENT. \*\*\*

- **One complete application package containing one original of all items must be postmarked on or before May 31, 2009 to be considered on time.**
- **All items must be collected by the applicant and sent to the Ohio Legislative Service Commission as one complete application package.**
- **Materials should not be sent by facsimile machine or e-mail.**

Submit complete application packages to:

**OHIO LEGISLATIVE SERVICE COMMISSION  
LEGISLATIVE INTERNSHIP PROGRAM  
VERN RIFFE CENTER  
77 SOUTH HIGH STREET, NINTH FLOOR  
COLUMBUS, OH 43215-6136**

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- Personal interviews of selected applicants will be scheduled in mid-June, with final selections occurring in late-June.
  - Informational tours may be scheduled beginning in February and continuing through May. To schedule a telecommunications tour, and for all other questions regarding the LSC Internship Program, please contact internship coordinators Kristin Rhee (krhee@lsc.state.oh.us, (614) 466-3278) or Stephanie Suer (ssuer@lsc.state.oh.us, (614) 387-6118).
  - LSC telecommunications interns work as production assistants at The Ohio Channel (with parent agency Ohio Government Telecommunications), where they assist in televising legislative sessions and in the production of public service communications. For more information on OGT/The Ohio Channel, please visit their website at [www.ohiochannel.org](http://www.ohiochannel.org).

[www.lsc.state.oh.us](http://www.lsc.state.oh.us)

The Legislative Service Commission is an equal opportunity employer.