

# Paddock Publications / Daily Herald

## Internship Application

This application is for (check one): Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ Year: \_\_\_\_\_

Use the back of this form to provide additional information if necessary. Complete internship information can be accessed at <http://www.dailyherald.com/hr>.

Name \_\_\_\_\_ Date \_\_\_\_\_

School currently attending: \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_

Seeking internship in (check one):

\_\_\_\_\_ Advertising Sales \_\_\_\_\_ Copy Editing \_\_\_\_\_ Graphic Arts \_\_\_\_\_ Human Resources  
\_\_\_\_\_ Marketing \_\_\_\_\_ Photojournalism \_\_\_\_\_ Reporting \_\_\_\_\_ Interactive Media

Seeking (circle one): Full time (40 hours/wk) \_\_\_\_\_ Part time: \_\_\_\_\_ How many days? \_\_\_\_\_

Your e-mail address & phone number: \_\_\_\_\_

Your mailing address: \_\_\_\_\_

Your permanent address: \_\_\_\_\_

If you are not from the suburban Chicago area and you are accepted into our unpaid program, will housing be available to you? \_\_\_\_\_

Dates available for internship: From: \_\_\_\_\_ to \_\_\_\_\_

Will this internship be for academic credit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Internship Period	Application Deadline	Notification Deadline
Spring	December 15	January 15
Summer	February 15	April 1
Fall	May 30	July 15

It is preferred that you e-mail your application, resume and applicable work samples to [internships@dailyherald.com](mailto:internships@dailyherald.com). Otherwise, you may send your materials to: Human Resources – Internship Program, Daily Herald, P.O. Box 280, Arlington Heights, IL 60006. Fax (847) 427-1270. If sending a hard copy, **please do NOT send web link addresses to your clips**. Hard copies of your clips must be included if sending your application via fax or regular mail.

Please make sure to include any required materials as stated on the summary sheet pertinent to the internship you are interested in. All applications will be reviewed after the application deadline. You will hear from us no later than the notification deadlines illustrated above if there is an interest. Please note that due to the volume of applications we receive, we may not be able to answer inquiries regarding the receipt of materials.

Daily Herald receives the highest volume of applications for the summer program. If you were not selected for the summer program, please feel free to submit your materials again for future consideration.

Paddock Publications is an equal opportunity employer. Applicants will be considered for employment without regard to race, color, religion, national origin, age, veteran status, mental or physical disability or any other characteristic protected by federal, state, or local law.