



Mr.

Ms.

Print all information in ink – answer all questions fully.

NAME (First, Last): _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

SOCIAL SECURITY: _____

EMAIL: _____

HOW DID YOU LEARN ABOUT THE SHS INTERNSHIP?

SHS Web site Guest speaker at school Other _____

Career Services Internship directory

Can you earn academic credit for this internship? Yes No

School contact person: _____

School phone number: _____

To your knowledge, are you related to anyone currently employed at Sullivan Higdon & Sink? Yes No

Name: _____ Relationship: _____

Do you have a relationship with any SHS vendor or supplier, etc.? Yes No

Name: _____ Relationship: _____

Are you legally allowed to work in the United States? Yes No

INTERNSHIP LOCATION PREFERRED: Wichita Kansas City Either

Specify first three areas of interest in order you prefer (please prioritize 1, 2 3):

_____ Brand Management (Account Service) _____ Creative (Design) _____ Brand Contact (Media Planning/Buying)

_____ Brand Reputation (Public Relations) _____ Creative (Copywriting) _____ Brand Logistics (Print/Broadcast Production)

_____ Brand Planning (Account Planning) _____ Brand Strategy (Account Planning)

Internship Goals: _____

EDUCATION

School Currently Attending: _____ Major: _____

What is your current class status? Freshman Sophomore Junior Senior

Major GPA: _____ Overall GPA: _____ Total hours completed: _____ Major hours completed: _____

Major courses completed: _____

Career goals: _____

INTERNSHIP QUALIFICATIONS:

List the three courses that, in your opinion, Have best prepared you for this internship:

Indicate campus medium with which you have worked:

Indicate the Macintosh applications with which you have worked:

Writing skills:

Quantitative skills:

- 1. _____
- 2. _____
- 3. _____

- College Paper News Staff
- College Paper Ad Staff
- College Radio Staff

- Microsoft Word
- Microsoft Excel
- PowerPoint
- Other

- InDesign
- Illustrator
- Photoshop
- Other

- Excellent
- Good
- Fair
- Weak

- Excellent
- Good
- Fair
- Weak

What makes you “unsheeplike? _____

As a condition of employment with Sullivan Higdon & Sink, and in accordance with the provisions of the Immigration Reform and Control Act of 1986, I understand that, if I am employed by Sullivan Higdon & Sink, within three days following the commencement of my employment, I will be required to provide documentation verifying my identity and eligibility to work in the United States.

I understand that this employment application and any other documents, including policies, guidelines, procedures, benefits, handbooks and manuals are not intended to create any contractual obligation that any way conflicts with Sullivan Higdon & Sink's policy that the employment relationship between the company and each employee is at-will. SHS makes no representation that employment with the company represents lifetime security or a guarantee of continued employment. An individual's employment may be discontinued with or without cause, at the option of the company when, in its sole judgment, it deems it to be in its best interest or at the option of the employee. I further understand that any oral or written statements to the contrary are expressly disavowed and should not be relied upon.

SHS reserves the right to make changes to its policies, practices, guidelines, handbooks, manuals, benefits or staffing levels when, in its sole judgment, it deems it necessary or useful to do so.

I certify that the information I have provided in this application is true and complete to the best of my knowledge, and that no attempt has been made to conceal pertinent facts. I understand that all information is open to investigation by SHS, and that if any such information is found to be false or misleading, this will be grounds for rejection of my employment application or for immediate dismissal if discovered at any time following employment.

Student's signature: _____

Date: _____

Advisor/Dept. Head's signature: _____

Date: _____

Title: _____

Phone: _____

REQUIRED MATERIALS (must accompany your application):

- Cover letter and application*
- Transcript*
- Describe your five favorite advertisements, campaigns, or commercials and tell why you think they're effective.*
- Resume*
- Samples of Your Work*

Send materials to:

**Donna Montgomery
Sullivan Higdon & Sink
255 N. Mead
Wichita, KS 67202
316-263-0124**

Please submit your materials electronically, if possible. Send to donna.montgomery@shscom.com.