



April 21, 2017

## PAID PART-TIME SUMMER INTERNSHIP WITH THROUGH A GLASS PRODUCTIONS

Through A Glass Productions (TAG) is a full-service film and video production house that works with clients in the local Lawrence, Kansas City, Topeka areas, as well as nationwide. We deal with commercial, narrative, and documentary clients.

TAG is looking for a part-time intern to work these summer months. You'll get exposed to the best camera equipment available now, a full grip and lighting package, learn on-set etiquette, and maybe have a little fun (no guarantees).

For your part: we want somebody enthusiastic and responsible, punctual and neat. We want someone who will talk movies with us. Experience and/or education in filmmaking is a plus, but not a prerequisite. Please - let us know if there is a particular area of production that interests you. Our only stipulation is you must have graduated high school by the end of May 2017.

To be clear, this is a **paid** position, though I wouldn't book that trip around the world just yet. It's also a part-time, 10-20 hours per week, depending on our workload job. Our plan is to start early **June through late August**. We can be flexible to a certain degree, so put any conflicts you might have down on the last sheet.

Finally, applications are **DUE MAY 26<sup>th</sup>, 2017**.

You can turn it in after that, but we don't have to look at it. Thanks in advance for anybody who applies. Good luck!

Please return applications to: [ashley@throughaglass.com](mailto:ashley@throughaglass.com) or the mailing address below

720 E 9th Street, Suite #8  
Lawrence, KS 66044



785-331-3556



[info@throughaglass.com](mailto:info@throughaglass.com)



[www.throughaglass.com](http://www.throughaglass.com)

## Application for Employment

Through A Glass Productions, LLC is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.")

<b>Position Applying For:</b> <b>Part-time Internship</b>	<b>Name (Last, First, Middle):</b>		Home Phone:
			Other Phone:
Street Address:		City, State & Zip:	Email:
Are you eligible to work in the United States?	Yes No		
Are you 18 years of age or older?	Yes No	If NO, what is your current age?	
Are you related to any current TAG employee?	Yes No	If YES, their name & their relationship to you?	
Do you have a valid driver's license?	Yes No		

### EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School or GED:		Yes No				
College:		Yes No				
College:		Yes No				
College:		Yes No				
<b>Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.</b>						

Employers as references unless otherwise indicated.

Organization Name:	Dates Employed (most recent position) From:            To	Title:
Primary duties:	Supervisor: Contact info (phone / email):  Okay to contact? Y / N	
Organization Name:	Dates Employed (most recent position) From:            To	Title:
Primary duties:	Supervisor: Contact info (phone / email):  Okay to contact? Y / N	
Organization Name:	Dates Employed (most recent position) From:            To	Title:
Primary duties:	Supervisor: Contact info (phone / email):  Okay to contact? Y / N	

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize TAG to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of TAG serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please list any conflicts for the summer months (late May - end August) that you know about now, including other jobs, vacations, prison sentences, etc.

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What area(s) of production (if any) do you have experience in? What do you feel are your strengths in production? What could you use to work on?

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What area(s) of production are you interested in, regardless of experience?

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What is your favorite movie and why? There are no wrong answers.

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That answer you gave to the last question? It's wrong. Please justify yourself.

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Thank you for you application, and best of luck!

-TAC