

COLABORATORY OVERVIEW

The Portland Advertising Federation offers an internship program that allows college juniors and seniors with an interest and/or background in marketing & advertising to participate in projects and programs designed to broaden an understanding of the advertising world and deepen knowledge of Portland advertising culture, life at an advertising agency and work behind the scenes. Interns will commit to 6 weeks throughout the summer months in Portland, Oregon and participate at a variety of agencies within the Portland market.

Interns participating in this program will receive a stipend. Please note that space in this program is limited.

THE DEADLINE FOR APPLICATIONS IS TUESDAY, APRIL 21, 2008.

Eligibility Requirements for COLABORATORY 2008:

1. You must be enrolled as a junior or senior in a college or university during the 2008 academic year.
2. You must have a minimum 2.0 ("C") Grade Point Average.
3. You must be able to commit to 6 weeks in Portland, Oregon in summer 2008 beginning July 07, 2008. Submitting this application confirms your availability.

Application Requirements for COLABORATORY 2008:

- Completed application form
- Work samples
- 2 letters of recommendation (1 should be from a teacher or school supervisor)

You will receive notification of acceptance and registration for COLABORATORY 2008 by Wednesday, May 1, 2008. You will need to confirm your acceptance by Monday, May 5, 2008 or you could be forced to forfeit your position.

APPLICATION FOR INTERNSHIP

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability or veteran status.

PERSONAL	Name _____
	Current Address _____
	Home Address _____
	Cell Phone _____ Alternate Phone _____
	Email Address _____
	Blog or Social Media Sites URLs? _____
	If hired, will you be able to provide proof of eligibility for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION	<table border="1"> <thead> <tr> <th>School</th> <th>Location</th> <th>Major</th> <th>Degree</th> <th>Grade Average</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	School	Location	Major	Degree	Grade Average	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Please list any scholastic honors received and offices held in school _____																					
Are you planning to continue your studies? <input type="checkbox"/> Yes <input type="checkbox"/> No																					
If yes, where and what courses of study? _____																					

WORK EXPERIENCE	Please list any employment experience, starting with most recent employment.
	Company name _____
	Address _____
	Job Title _____
	Responsibilities _____

	Dates of Employment - From _____ To _____
	Reason for Leaving _____

	Company name _____
	Address _____
	Job Title _____
Responsibilities _____	

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Company name _____	
Address _____	
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Dates of Employment - From _____ To _____	
Reason for Leaving _____	

Help us determine the best position for you on the team. Attach separate sheet with answers.

Questions for all applicants:

1. Performance under pressure: Tell us how you perform under pressure especially on a group project. Also, how do you exhibit stress?
2. Motivation and drive: How many hours per week on average did you attend classes and work?
3. Learning ability: Describe your learning ability? Do you think that you are self reliant and quick to pick things up?
4. Organization: Do you consider yourself organized? Give an example to illustrate why you are or aren't
5. Teamwork: Describe a situation in which you were expected to work with a person you disliked.

If you are pursuing a career in design and development, please answer the following with short, 2 to 4 sentences:

1. Who inspires you (artists or otherwise) and why?
2. What are your top 5 favorite publications (online or offline) and why?
3. Explain the roles of form and function in the following pieces: magazine ad or billboard, brochure, website.
4. What is the most important thing a designer can do as part of a team? For a client?
5. When you're stumped creatively, how do you get your juices flowing again?

If you are pursuing a career as an account or project manager, please answer the following with short, 2 to 4 sentences:

1. How would you rate yourself in public speaking?
2. How would you describe your role in meetings?
3. How would you rate yourself in your ability to be a charismatic leader?
4. How would you describe your level of assertiveness?
5. What actions would you take in the first week, should you take this role on the team?

If you are pursuing a career in copywriting, please answer the following with short, 2 to 4 sentences:

1. What 5 sources do you check everyday to get your information (news sites, blogs, tv, etc)?
2. What was a recent piece of writing that impressed you and why?
3. Suggest a brief tagline (6 words or less) for American Apparel clothing.

We'd like to get a feel for your previous work. Work samples can be anything design, copy, or case study-related from a group or individual project during your junior or senior year. Make sure they relate to your area of focus you indicated in the previous question.

Please attach 2-3 work samples. Instructions on last page.

STRUT YOUR STUFF

Please answer the following question as thoroughly as possible, using whatever means and media you feel best captures your thoughts. Attach separately.

There are many fashion-related companies that have been founded recently with a focus on sustainability. How would you differentiate a client whose business model is related to environmental and social responsibility in markets where this is not relevant to the consumer? Assume the company is high price-point and very values-driven.

REFERENCES

List 3 personal references, not related to you, who have known you for more than 1 year.

Name _____ Phone _____ Years Known _____
 Address _____
 Name _____ Phone _____ Years Known _____
 Address _____
 Name _____ Phone _____ Years Known _____
 Address _____

PLEASE READ BEFORE SIGNING

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would alter the integrity of this application. I authorize my previous employers, schools or persons listed as references to give any information regarding employment or educational record. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment terminated because of false statements, omissions or answers made by myself on this application. In the event of any employment with this company I will comply with all rules and regulations as set by the company in any communication distributed to the employees. In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to the company, which verifies my right to work in the United States on the first day of employment. I have received from the company a list of the approved documents which are required.

I understand that employment at this company is “at will” which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature _____ **Date** _____

SUBMITTING YOUR APPLICATION

Please send completed applications and work samples to the address below. If your application and samples combined are 1MB or less, you may email them to: submissions@pafcolaboratory.com with “COLABORATORY application” in the subject line. Please do not send multiple emails. If you have an online portfolio, you may provide that with your submission rather than physical samples (print outs, CD, etc.). For submissions greater than 1MB, please send via US Mail. Physical samples are non-returnable and must be clearly labeled with your name.

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