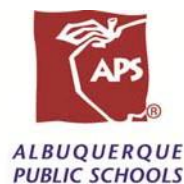




Project SEARCH

STUDENT APPLICATION 2017-2018



APPLICATION PURPOSE & GUIDELINES

The purpose of this application process is to determine the skill set of each Project SEARCH intern applicant. This application enables the Selection Committee* to properly assess each applicant's skills, abilities and employment experience. The applicant, or someone who knows the applicant well, may be contacted by a member of the Selection Committee to gather additional information. Our final goal is to select interns who will be successful in the Project SEARCH program and reach the outcome of competitive employment.

The Selection Process includes the following general guidelines:

1. All intern applicants are strongly encouraged to attend a Project SEARCH Information Session for each program they are interested in (e.g. UNMH and/or Embassy Suites) to learn about Project SEARCH and to obtain an application. Applications are available at each information session and also online at www.transitionservices.aps.edu/projectsearch.
2. Hand deliver, mail, email, or FAX the completed application, pages 1 – 14 due NO LATER THAN February 3, 2016:
Project SEARCH
Connie Fasanella, Principal
APS Transition Services
1100 Cardenas Dr. SE
Albuquerque, NM 87108
Phone: 505-872-6800 ext. 46804
Fax: 505-243-9861
projectsearch@aps.edu
3. The application process is organized into three major parts:
 - the timely completion of the application packet and supporting documents
 - skills assessment
 - individual interviewLate or incomplete applications cannot be accepted.
4. After each applicant has completed the application process, the Selection Committee will determine who has been accepted into the program. Letters of acceptance or denial will be mailed to all applicants.
5. If accepted, the Project SEARCH intern will be contacted to:
 - schedule an Employment Plan/IEP meeting
 - complete a criminal background check and drug screening

The Selection Committee includes representatives from the four primary partners: Albuquerque Public Schools' 18 - 22 Transition Services Program, Sponsoring Employers, Best Buddies Jobs Program, and Division of Vocational Rehabilitation.

PROJECT SEARCH ENTRANCE CRITERIA

Intern applicant must...

- have completed all high school graduation requirements and be on a career readiness or ability pathway.
- have prior work experience (paid or unpaid).
- be 18 - 21 years old of age on first day of school/August 11, 2017.
- be eligible for DVR services
- be eligible to work in the United States.
- have previously exhibited appropriate behavior and social skills in school and workplace.
- be committed to adult forms of transportation and/or to being trained to travel independently.
- pass a drug screen, felony check and TB test. (Required for UNMH program only).
- acquire alcohol server certification. (Required of interns age 19+ for Embassy Suites program only).
- have all immunizations up to date. (UNMH requires flu shots or the Intern must wear a protective mask at all times throughout the entire flu season).
- follow the employer's dress code and be suitably groomed during working hours.
- agree that at the completion of the Project SEARCH program, they will exit Albuquerque Public Schools and secure competitive integrated employment of at least 16 hours per week.
- agree to a two-week probationary period.

Intern applicant is strongly encouraged to...

- attend a Project SEARCH information session.
- be on a Medicaid waiver registry wait list or fully funded (e.g. DD, MiVia). If the intern is fully funded, the case manager or waiver team designee must agree to provide information and participate in Project SEARCH employment progress meetings.

Additional information regarding entrance criteria

- Project SEARCH may accept a small percentage of interns who are not funded on a Medicaid waiver. Priority will be given to ID/DD applicants.

I/we understand and agree to abide by all policies and procedures as set forth by the host business.

Applicant Print Name

Applicant Signature

Date

Guardian Print Name

Guardian Signature

Date

APPLICATION FOR ADMISSION

Please complete and return this section to:
Connie Fasanella,
Principal APS
Transition Services
1100 Cardenas Dr. SE
Albuquerque, NM 87108
or Fax to: (505) 243-9861



Project SEARCH

Program you are applying for? UNMH Project SEARCH Embassy Suites Project SEARCH Both
If applying for both programs, which is your first choice? UNMH OR Embassy Suites

Applicant Information

Applicant Name: _____
Last First Middle

Applicant email: _____

Applicant Address: _____

Best Contact Phone Number: (cell) _____ (home) _____

School District of Residence: _____ Student School ID #: _____

School/Program Currently Attending: _____

Date of Birth: _____ Age you will be on August 11, 2017: _____

Parent/Guardian Information

Parent/Guardian Name: _____
Mother Father

Parent/Guardian email: _____
Mother Father

Parent/Guardian Address: _____
Street City Zip Code

Best Contact Phone Number: _____
Mother Father

Work Phone Number: _____
Mother Father

SERVICE AGENCIES:

Do you have a Vocational Rehabilitation (DVR) Counselor?

Yes Counselor's Name _____ Phone _____

No

Are you receiving SSI? Yes No

Are you receiving SSDI? Yes No

For which Medicaid waiver are you eligible? DD Waiver MiVia

*Date funds were allocated _____ OR Date placed on registry/wait list _____

Social Security Number _____ or Work Permit # _____

IF YOU ARE FULLY FUNDED ON A MEDICAID WAIVER, PLEASE COMPLETE THE FOLLOWING INFORMATION:

Case Management Agency _____

Case Manager _____ Phone _____

Behavior Therapist _____

SLP _____

OT/PT _____

Other _____

HEALTH:

Medication	Dosage	Time of day

List all health or medical issues that may impact your internship rotation or job placement:

Why do you want to participate in a Project SEARCH Internship Program? (Applicant must complete this section)

WORK HISTORY

Please attach additional sheets if needed. Start with your current or most recent job.

Employer/site or organization	What did you do? (be specific)	When did you work? Dates? To – From	Did you need a job coach with you past initial training?	Did you work individually or with a group?	How many days a week did you work?	How many hours a day did you work?	Was this a paid or unpaid position?

After Project SEARCH is completed what kind of work would you like to do? _____

Will you need travel training to travel independently? _____

This application has been completed by:

 Name Title Phone Number Date

Signature _____



Project SEARCH

Dear Employer/Supervisor,

I am applying for a Project SEARCH internship for the 2017- 2018 school year. To learn more about Project SEARCH go to <http://projectsearch.us>. I am required to submit employer/supervisor references as part of the application process. **My completed application is due no later than February 3, 2017 at 4:00 p.m.** Would you please help me by completing the attached reference form and placing it in a sealed envelope with my name on it? You may reach me at _____when it can be picked up.

Thank You,



Project SEARCH

Employer Reference Form

Applicant Name:	
-----------------	--

Please answer all questions honestly and accurately:

Specific dates of employment: (Please use exact dates)	From: (DD/MM/YYYY)	To: (DD/MM/YYYY)
Job title:		
Nature of work, specific duties, responsibilities:		
Reason for leaving employment? If dismissed please supply details:		
Was applicant honest and trustworthy at all times? If no, please supply full details:		
During employment was applicant the subject of a disciplinary procedure? If yes, please supply full details and outcome		
Would you re-employ (or employ) applicant? If no, please state reasons why:		
Do you have any other information you feel would be relevant to the Project SEARCH Intern Selection Committee?		

Please check the box accurately applies to the applicant:

	Excellent	Good	Satisfactory	Below Average	Poor
Attendance & Punctuality					
General Conduct					
Work Performance					
Attitude Toward Work					
Initiative					
Appearance & Hygiene					
Relationships with Coworkers					
Relationships with Employer/Supervisor					
Relationship with Public/Customers					

If you indicated applicant is “Below Average” or “Poor” for any category please state your reasons below:

Signature:	
Print Name:	
Date:	
Company Name:	
Position:	
Telephone Number:	
Address:	



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Signature:	
Print Name:	
Date:	
Company Name:	
Position:	
Telephone Number:	
Address:	



CONSENT TO OBTAIN or RELEASE CONFIDENTIAL INFORMATION

Student Name: _____
APS Student ID: _____

Student DOB: _____
Student Address: _____
APS Last School of Record: _____

The following Confidential Records are requested for the purpose of providing information to the Project SEARCH Selection Committee and partners listed below. Please submit the most recent document:

Primary Documents:

- _____ Individual Education Program (IEP)
- _____ Vocational Assessment Report(s)
- _____ Multidisciplinary Evaluation Team (MET) Report

Secondary Documents: (if applicable)

- _____ Psychological Evaluation
- _____ Speech/Language Evaluation
- _____ Occupational/Physical Therapy Evaluation
- _____ Audiology Evaluation
- _____ Health Plan
- _____ FBA/BIP

This authorization expires automatically one year from date signed below. I understand that my consent is voluntary but may be revoked, in writing, at any time and effective upon receipt of such request. I understand that revocation is not retroactive (i.e.: it does not negate an action that has occurred after the consent was given and before the consent was revoked.) I give my permission for the identified records to be released to the following agencies: Project SEARCH Host Business, Albuquerque Public Schools, Best Buddies Jobs Program, NM Division of Vocational Rehabilitation, and Department of Health/Developmental Disabilities Supports Division.

SIGNATURE OF PARENT / GUARDIAN / SURROGATE PARENT, OR ADULT STUDENT	RELATIONSHIP
DATE	

For Department Use Only:

STUDENT HAS GRADUATED APS: YES _____ NO _____
YEAR OF GRADUATION: _____

