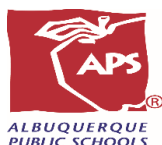




Project SEARCH

Student Intern Application

2019-2020



Welcome to the Application Packet for Project SEARCH 2019-2020

Dear Applicant,

Thank you for your interest in Project SEARCH. As part of the APS Community Based Transition Services delivery models, Project SEARCH prepares young people with significant disabilities for success in integrated competitive employment. We are currently located at Embassy Suites and University of New Mexico Hospital UNMH, and in the year 2019-2020, we will be in our 6th year at UNMH and our 4th year at Embassy Suites.

There are numerous benefits in participating in this one-year program. A great deal of growth occurs when students gain their transferable skills through their real-world intern rotations and our students have a high success rate of employment beyond their Project Search experience. One of the most common observations we have heard from previous participating families is how transformative the experience is for each of the students. If you would like to learn more from a student's perspective, hear Brian's story at:

<https://vimeo.com/161693963>

Some of our students come to us straight from high school and some come after gaining more employment skills through APS Transition Services. We recognize that students may not be eligible the first time they apply but quite possibly the 2nd so we encourage you to consider this through your transition years. We look forward to reading your application!

Respectfully,

Karen Krall

Karen Krall
872-6800 X46804
krall@aps.edu

Application Purpose and Guidelines

The purpose of this application is to determine the skill set and work readiness of the 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 (parent, transition specialist, teacher, employer), may be contacted by a member of the Selection Committee to gather additional information. Our goal is to select interns who will be successful in Project SEARCH.

*The Selection Committee includes representatives from the primary partners: Albuquerque Public Schools (APS), University of New Mexico Hospital (UNMH), Embassy Suites, Best Buddies Jobs Programs, Department of Health (NM-DOH), New Mexico Division of Vocational and Rehabilitation (NM-DVR), and the Center for Development and Disability (UNM-CDD)

Steps to Applying

1. All intern applicants are **strongly encouraged** to attend a Project SEARCH Information Session at either Embassy Suites or UNMH on either **February 6th or February 7th, 2019**. Exact times will be communicated through email and/or a phone call by January 23, 2019. We invite you to learn about Project SEARCH and possible intern rotations, meet the Project SEARCH team, hear from other Project SEARCH students, and obtain an application if you have not done so already.
2. Unless you know the name of your DVR counselor and can write it in the space provided on page 5 of the application, submit a DVR referral form to Division of Vocational Rehabilitation (DVR) **no later than February 1, 2019** by using the following link:

<https://referral.dvr.nm.gov/Referral/RetrievePersonalInfo>

3. Hand deliver, email or fax the completed application and attach a copy of State ID, driver's license, or wallet sized photo **no later than 3:00pm on Thursday, March 7th, 2019** to:

Community Based Transition Services
1100 Cardenas Drive SE
Albuquerque, NM 87108
Email: vandyke_d@aps.edu
Fax: 505.243.9861

Please see attached map for our location. Call Myra Abeyta at 872-6800 x 0 for any questions on how to deliver the application. ***Please note: we are physically located off of San Pedro despite our mailing address off of Cardenas!***

The application process is divided into two major parts:

- The timely completion and delivery of the application as indicated above.
- A skills assessment and individual interview to be scheduled if eligible. *Please see the last page of this application packet for important dates.*

Completing this application does not guarantee placement. The Selection Committee will review all applications, skills assessments, interview results, and supporting documents. After each applicant has participated in the application process, the Selection Committee will determine who has been accepted in the program. Letters of acceptance or denials will be emailed with follow up phone calls. If accepted, the Project SEARCH intern will be expected to sign the Project SEARCH intern contract, which is included on page 8 for your reference only.

Please see the last page of this application packet for important dates.

Project SEARCH Criteria

Intern applicant must:

- Have completed all high school graduation requirements and be on the career or ability graduation diploma pathway.
- Be 18-21* years of age on the first day of school for the 19-20 school year.
- Be eligible to work in the United States
- Be on a Medicaid waiver registry or fully funded (e.g. DD Waiver, Mi Via). If fully funded, the Case Manager or waiver team designee must provide information and participate in scheduled meetings.
- Have a career or work goal.
- Be committed to adult forms of transportation and/or be willing to be trained to travel independently.
- Be willing to agree to a two-week probationary period.
- Exhibit appropriate behavior, dress, and social skills while working at the business site.
- Pass a drug screening, background check, and TB test.
- Agree that at the completion of the Project SEARCH program, they will exit APS and secure competitive employment of at least 16 hours per week.
- Be willing to work with Best Buddies and or a Freedom of Choice Provider once DVR funds have been exhausted.
- Be willing to sign the Project SEARCH Intern Contract included for your reference.

Intern applicant is strongly encouraged to:

- Attend Project SEARCH Information Session at either Embassy Suites or UNMH on either February 6th or February 7th, 2019. Families will be contacted by January 23, 2019 with exact times, floors, and location.

*APS Academic calendar for 2019/2020 is currently unavailable so please assume August 12, 2019 for this question.

Applicant Printed Name

Applicant Signature

Date

Guardian Printed Name

Guardian Signature

Date

CONSENT TO OBTAIN or RELEASE CONFIDENTIAL INFORMATION

Student Name: _____

Student Address: _____

APS Student ID: _____

APS Last School of Record: _____

Student DOB: _____

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: _____

APPLICATION FOR ADMISSION

Applicant Information

Applicant Name: _____
Last First Middle

Applicant email: _____

Applicant Address: _____

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

Student School ID #: _____ Current School/Program attending _____

Current Teacher: (Name) _____ (email) _____ (phone) _____

Current Social Worker: (Name) _____ (email) _____ (phone) _____

Date of Birth _____ Age you will be on *first day of the 2018-2019 school year: _____

**APS Academic Calendar for 2019-2020 is currently not available so please assume August 12, 2019 for this question.*

Parent/Guardian Information #1

Parent/Guardian Name: _____ Parent/Guardian email: _____

Parent/Guardian Address: _____
Street City Zip

Best Contact Phone Numbers: _____

Parent/Guardian Information #2

Parent/Guardian Name: _____ Parent/Guardian email: _____

Parent/Guardian Address: _____
Street City Zip

Best Contact Phone Numbers: _____

QUESTIONS FOR APPLICANT

Complete this section in your own words. Assistance is only permitted with writing the answers from a parent/guardian or teacher.

1. Why do you think people work?

2. Why do YOU want to work?

3. Why do you want to be a part of Project SEARCH? What do you hope to achieve?

4. What Project SEARCH site do you prefer? ☐ UNMH ☐ Embassy Suites

Student's preference is not guaranteed. Site selection is based on many factors.

Check areas below that apply:

- ☐ I will be at least 18 on the first day of school for 2019-2020 school year.
- ☐ I missed more than 10 days of school last year, excused or unexcused.
- ☐ I missed less than 10 days of school this year, excused or unexcused
- ☐ I can follow verbal directions without supports.
- ☐ I can follow verbal directions with supports.
- ☐ I am committed to working after Project Search is completed.
- ☐ My family is committed to helping me maintain a job after Project Search is completed.
- ☐ I need supports in self-care and independent living skills to get job ready.
- ☐ I am independent in my daily living skills including cooking, toileting, and taking medication.
- ☐ I need supports to display appropriate job ready social skills.
- ☐ I display appropriate social skills most of the time.
- ☐ I may be difficult to understand when I communicate.
- ☐ I am able to communicate with or without the assistance of devices.
- ☐ I have had some experience as a volunteer, and intern, or worker.
- ☐ I have had no experience at any other job except for working with my family.

Notes: Please write any notes that you think could clarify any of the above statements.

**Include this page in Assessment Packet*

Disability Information Service Agencies

What is your disability? _____

Do you receive Social Security Disability checks? ☐ Yes ☐ No ☐ Don't Know

Do you receive Social Security Income? ☐ Yes ☐ No ☐ Don't Know

Do you receive social security Insurance? ☐ Yes ☐ No ☐ Don't Know

Do you have a Division of Vocational Rehabilitation (DVR) Counselor?

IF yes, DVR Counselor's name _____

Are you eligible for the Disability Waiver? ☐ Yes ☐ No ☐ Don't Know

If you are eligible for the Disability Waiver, are you:

Fully funded? ☐ Yes or ☐ No on registry/wait list? ☐ Yes _____ Date placed on registry.

Are you eligible to work in the United States? ☐ Yes ☐ No ☐ Don't Know

IF YOU ARE FULLY FUNDED BY THE DD WAIVER, PLEASE COMPLETE THE FOLLOWING:

Case Management Agency: _____

Case Manager: _____ Phone: _____

Behavior Therapist: _____ Other: _____

Transportation

How do you plan to travel to and from Project SEARCH?

Transportation Albuquerque City Transit (City bus): _____

Transportation Albuquerque City Transit (Sun Van): _____

Transportation Family Support: _____

Transportation Independent (independent driver): _____

Will you need training to travel? : _____

PROJECT SEARCH INTERN CONTRACT

*The student will be asked to sign this upon acceptance into the program. Provided for your reference only.

Read the student contract below and sign and date.

I, _____, understand that if I am accepted into the Project SEARCH program and must abide by the following terms and conditions:

- I agree to a two-week probationary period.
- I will complete three job rotations within the host business.
- I will attend the program every day from 7:30am – 2:30pm (subject to change), Monday through Friday.
- I understand that the Project SEARCH program correlates with Albuquerque Public School's calendar.
- I will dress appropriately and wear required attire.
- I will call my instructor and departmental supervisors when I am absent or tardy.
- I understand that I am responsible for transportation to the host site.
- I will learn to use public transportation when available.
- I will follow all the rules established by the program and host business.
- I will attend scheduled meetings with my rehabilitation counselor Project SEARCH Team.
- I want to work and be an active participant.
- After completion of Project SEARCH intern year, I will actively pursue employment.
- Be willing to work with an identified long-term provider and or a Freedom of Choice provider once DVR funds has been exhausted

I have read the above terms and conditions and agree to accept my placement in the Project SEARCH program. I understand that I may be asked to leave Project SEARCH if I fail to follow the terms and conditions.

Intern Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Transition Services

1100 Cardenas Dr. SE, Albuquerque, NM 87108

North East of Wilson Middle School

Enter Transition Services from San Pedro Drive

****To access our site, you must enter our parking lot from San Pedro Drive. The Administration building (P12) is the last portable on the southwest corner.**



Gibson Blvd.

Eastern Ave.

Cardenas Dr.

Anderson Ave.

Wilson Middle School

Transition Services Campus
- Multiple Portables -
★ - Admin P-12 -

Parking

Title I
Homeless Project

Wilson Park

San Pedro Dr.

Enter Here



For office use only

- _____ Completed Application
- _____ Clear Contact Information
- _____ Copy of State ID or photo attached
- _____ All signatures

Important Dates for 2019-2020 Potential Project SEARCH Interns

- Friday, October 19, 2018 -Project SEARCH application and recruitment season opens. Applications available at CBTS or on-line at www.transitionservices.aps.edu
- By Wednesday, January 23, 2019- Potential Applicants will be contacted with details about the Project SEARCH Information Sessions including time and exact room and/or floor.
- By Friday, February 1, 2019 –Potential Applicants must have completed their referral to DVR if they do not have a current counselor. See page 3, #2 for instructions.
- Wednesday, February 6, 2019-Information Session at Embassy Suites.
- Thursday, February 7, 2019- Information Session at UNMH.
- 3:00pm, Thursday, March 7, 2019-All applications must be submitted.
- Friday, March 22, 2019- Potential interns will be notified with appointment times for their assessments and interviews.
- Monday April 5, 2019- Candidates and families will be notified of the results from the Selection Committee by phone.

Further Questions: Dina Van Dyke
Community Based Transition Services Liaison
Phone: 505-872-6800 ext.46810
Email: vandyke_d@aps.edu
