Project SEARCH
Student Intern Application
2020-2021
Welcome to the Application Packet for Project SEARCH 2020-2021

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 2020-2021, we will be in our 7th year at UNMH and our 5th 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 though 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, hear Channel 13’s recent story on Embassy Suites. https://www.youtube.com/watch?v=5e3sn7a_bws

Some of our students come to us straight from high school and some come after gaining more employment skills through APS Community Based 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 5th or February 6th 2020**. Exact times will be communicated through email and/or a phone call by January 24, 2020. 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 8 of the application, submit a DVR referral form to Division of Vocational Rehabilitation (DVR) **As soon as possible** by using the following link:

   [https://referral.dvr.nm.gov/Referral/RetrievePersonalInfo](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 5th, 2020** 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 the Administrative Assistant 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 20-21 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 February 5 or February 6, 2020. Families will be contacted by January 24, 2020 with exact times, floors, and location.

*APS Academic calendar for 2020/2021 is currently unavailable so please assume August 17, 2020 for this question.

_________________________  _______________________________  _____________
Applicant Printed Name          Applicant Signature         Date

_____________________________  _______________________________  _____________
Guardian Printed Name          Guardian Signature          Date
CONSENT TO OBTAIN or RELEASE CONFIDENTIAL INFORMATION 2019-2020

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
_____ Dept. of Health Information/DDW

*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.

*Additional Release of Information is needed for following year to post graduates for continued follow-up services and agency disclosure.

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 2019-2020 school year: __________

*APS Academic Calendar for 2020-2021 is currently not available so please assume August 17, 2020 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 scribing information.

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

APPLICATION PAGE 7
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

Please list any medications you are currently taking. ___________________________________

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 at least 16 hours per week.
- 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.

For office use only

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

APPLICATION PAGE 10
Important Dates for 2020-2021 Potential Project SEARCH Interns

- **Thursday August 1st, 2019**: Project SEARCH application and recruitment season opens. Applications available at CBTS or on-line at [www.transitionservices.aps.edu](http://www.transitionservices.aps.edu)

- **By Friday, January 24, 2020**: 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, 2020**: Potential Applicants **must** have completed their referral to DVR if not already completed. See page 3, #2 for instructions.

- **Wednesday, February 5, 2020**: 5:00 pm Information Session at UNMH.

- **Thursday, February 6, 2020**: 6:00 pm Information Session at Embassy Suites.

- **Thursday, March 5, 2020**: All applications must be submitted.

- **Friday, March 13th, 2020**: Potential interns will be notified with appointment times for their assessments and interviews.

- **Wednesday March 18th, 2020**: Assessment and Interview Selection Committee Day, DVR on site for briefing to candidate’s families.

- **Monday April 6, 2020**: Candidates and families will be notified of the results from the Selection Committee by phone.

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