



# Project SEARCH

Mission Health Project SEARCH  
Candidate Application  
2018-2019

**Candidate Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## Application Purpose & Guidelines

The purpose of the application packet is to outline the skill set of the Project SEARCH candidate. This application packet enables the Selection Committee\* to properly assess each candidate's interests, skills, abilities and background. A parent, counselor, teacher, employer, Care Coordinator, etc. may be contacted by the Selection Committee to gather additional information. Our goal is to select candidates who will be successful in a Project SEARCH program and reach the outcome of competitive employment.

### The Application and Selection Process is as follows:

1. Candidates and/or an application preparer review the application and selection criteria.
2. By **Wednesday, January 31, 2018**, candidates must submit the completed application to:

**Lorie Boehm, Assistant Regional Director**  
**The Arc of North Carolina**  
**30 Garfield St, Suite D**  
**Asheville, NC 28803**

Any applications received incomplete or after the due date will not be considered.

3. Selection Committee will review application packets. Candidates will be notified by **Wednesday, February 14, 2018** as to whether they are selected for an interview/skills assessment.
4. If invited to interview/skills assessment, candidates will attend *Student Interview/skills Assessment Day* in March.
5. If accepted, interns must pass a criminal background check and drug screen. Immunizations must be current and interns must be willing to receive a flu shot.

\* **Please note:** The Selection Committee will include the, representatives from; Mission Health, A-B Tech, North Carolina Division of Vocational Rehabilitation Services (VR), The Arc of North Carolina, Vaya Health MCO, and other agency representatives.

### Selection Criteria:

1. High school students must be in their *last* year of high school (candidates cannot be enrolled in a high school program when the program starts)
2. Individuals who will benefit from participation in a variety of unpaid internships
3. Individuals who have guaranteed transportation to and from Mission Health
4. Individuals who desire to gain competitive employment at the end of the Project SEARCH program
5. Individuals between the ages of 18 and 30
6. Ability to be unsupervised for up to 4 hours
7. A Buncombe County resident



## Project SEARCH Application Packet Checklist

### **\*PLEASE NOTE\***

**ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT TOGETHER FOR APPLICATION TO BE CONSIDERED. IF YOU HAVE QUESTIONS ABOUT ANY OF THE FOLLOWING INFORMATION PLEASE CALL THE CONTACT LISTED AT THE BOTTOM OF THIS PAGE.**

- Completed Application Packet
- Current Evaluations (e.g., medical, psychological, vocational evaluations, etc.) – Please provide at least one evaluation
- High School Transcript; or copy of diploma, certificate of completion, or current/ final IEP
- Documentation of any other education or training completed or currently participating in

Return completed Packet to:



Lorie Boehm, Assistant Regional Director  
The Arc of North Carolina  
30 Garfield St, Suite D  
Asheville, NC 28803  
[828-400-2466](tel:828-400-2466) (M) [828-254-4771](tel:828-254-4771) (O) [828-254-6885](tel:828-254-6885) (F)



## Timeline for the 2018-2019 Program Year

- Applications available for general distribution – November 18, 2017
- Information Night, Tuesday, November 28<sup>th</sup>, 6:00 pm, Mission Health 1 Hospital Drive, Room 5206 (5<sup>th</sup> floor parking deck)
- Information Night, Wednesday, January 10<sup>th</sup>, 6:00 pm, Mission Health 1 Hospital Drive, Room 5206 (5<sup>th</sup> floor parking deck)
- **Completed Applications due to Lorie Boehm by Wednesday, January 31st, 2018**
- Interview/skills assessment selection notification by Wednesday, February 14th
- *Student Interview/Skills Assessment Day*, March (location and time details to be provided)
- Selection Committee meets
- Notified April if Accepted in the program
- Community Agencies will complete intake meeting with accepted individuals in June.



A. APPLICANT PERSONAL INFORMATION:

Name: \_\_\_\_\_  
Last First Middle

SS#: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip Code

E-mail Address: \_\_\_\_\_ Cell/Home Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Male  Female

PARENT/GUARDIAN PERSONAL INFORMATION:

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip Code

Cell/Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

B. Candidate/Parent INFORMATION:

1. Acceptance into the Project SEARCH Program is dependent upon Selection Committee review.
2. Release: The intern records (school, VR, Vaya Health MCO) concerning my son/daughter may be transferred to The Arc of North Carolina for review by the Project SEARCH program staff and Selection Committee Team Members.
3. Equal Opportunity: Career placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.

A two-week trial period will be required of all candidates who are accepted into the Project SEARCH program. The parent and candidate agree to comply with this procedure.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**D. REFERRAL SOURCE INFORMATION**

Name: \_\_\_\_\_ Agency/School: \_\_\_\_\_

**Please check all that apply:**

High School Diploma: Name of High School \_\_\_\_\_

(High School Equivalency) - GED

Certificate of Completion

Years of High School Completed \_\_\_\_\_

Comments about Attendance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments Regarding Work Performance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Title: \_\_\_\_\_



**E. EMPLOYMENT BACKGROUND:**

When you are hired for paid employment do you want to work? Please check both if applicable: Full-time:  Part-time:

Which shift would you prefer working after completing Project SEARCH? Check all that apply:

1<sup>st</sup> Shift (7 am – 3pm)  2<sup>nd</sup> Shift (3 pm – 11 pm)  3<sup>rd</sup> Shift (11 pm – 7 am)

Do you plan to work during the school year, in addition to being in the Project SEARCH Program? Yes:  No:

If yes where? \_\_\_\_\_ How many days/hours? \_\_\_\_\_

List jobs/ volunteer jobs you do or have done in school or in the community. List most recent first:

Start Date:	Employer:		Paid Employment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Supervisor:		Contact Number:		
End Date:	Task 1:		Task 2:		
	Task 3:		Task 4:		

  

Start Date:	Employer:		Paid Employment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Supervisor:		Contact Number:		
End Date:	Task 1:		Task 2:		
	Task 3:		Task 4:		

  

Start Date:	Employer:		Paid Employment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Supervisor:		Contact Number:		
End Date:	Task 1:		Task 2:		
	Task 3:		Task 4:		

  

Start Date:	Employer:		Paid Employment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Supervisor:		Contact Number:		
End Date:	Task 1:		Task 2:		
	Task 3:		Task 4:		

Have you ever been fired from, let go from or asked to resign from a job?

Yes  No

If yes, please explain:

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Have you ever quit a job?

Yes  No

If yes, please explain:

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**F. UNIFORM:**

Please provide sizes for uniform ordering purposes:

Pants: \_\_\_\_\_ Shirt: \_\_\_\_\_ Shoes: \_\_\_\_\_

**G. TRANSPORTATION:**

How do you plan to get to Project SEARCH?

Self/ Family  Mountain Mobility  Public Trans  Other (specify)

**H. SERVICE AGENCIES:**

Do you have a Vocational Rehabilitation Counselor? (VR Counselor)

Yes  Name \_\_\_\_\_ Phone Number: \_\_\_\_\_  
No

Do you have a Care Coordinator from Smoky Mountain MCO?

Yes  Name \_\_\_\_\_ Phone Number: \_\_\_\_\_  
No

**I. INDEPENDENT LIVING:**

Medications taken by candidate:

Medication	Dosage	Time of day

List any health or medical issues that may impact a successful job placement:

\_\_\_\_\_  
\_\_\_\_\_

Please list any other challenges or limitations that impact your ability to keep a job:

\_\_\_\_\_  
\_\_\_\_\_

Please explain challenges, limitations or accommodations needed:

\_\_\_\_\_  
\_\_\_\_\_





**J. CANDIDATE RESPONSE QUESTION:**

**Why do you want to come to Project SEARCH?** *(Complete in your own words or have someone write your thoughts for you, using your own words)*

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**K. REFERENCES:**

**List Three Non-Family References (People who have firsthand knowledge of your work performance):**

	Name	Title	Phone Number	Email Address
1.				
2.				
3.				

**L. PREPARER:**

**If this application has been completed by someone other than the candidate, please provide the following information and sign:**

_____	_____	_____	_____
Name	Title	Phone Number	Date
_____			
Signature			



## M. SAMPLE Project SEARCH INTERN CONTRACT:

**Read the sample contract below and sign and date.\***

I, \_\_\_\_\_, understand that I have been accepted into the Project SEARCH program and must abide by the following terms and conditions:

- I will complete at least three unpaid job rotations within Mission Health.
- I will attend the program every day for 7 hours per day (e.g. 8:15am - 3:15pm), Monday through Friday.
- I understand that the Project SEARCH program correlates with AB Tech's calendar.
- I will call my instructor and Mission departmental supervisors when I am absent or tardy.
- I will make up any time missed due to excused absences.
- I will provide my own transportation to and from the host site.
- I will be willing to learn to use public transportation if necessary and available.
- I will follow all the policies and procedures established by the program and Mission Health.
- I will dress according to the dress code and uniform requirements of the assigned host site and/or rotation.
- I will attend monthly Employment Planning Meetings with my PS Instructor, PS Job Coach, VR counselor, Care Coordinator and family supports. I will be an active participant and communicate any issues at the meetings which will be held at least twice during each rotation.
- I will work with my personal and community supports to obtain the supplies from the supply list for my site. (List is distributed at the Mission Health Orientation)
- I understand that the desired outcome for me in Project SEARCH is full/part-time paid employment in the community.
- I will actively pursue employment.
- I will receive a Project SEARCH certificate of completion when I complete the program.

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*

\_\_\_\_\_  
*Project SEARCH Team Member Signature*

\_\_\_\_\_  
*Date*

**\*The intern will be asked to sign the Project SEARCH contract after acceptance.**

