



Project SEARCH

Asheville-Buncombe Technical Community College
Project SEARCH
Candidate Application
2021-2022

Candidate Name: _____

Address: _____

Phone: _____

Email Address: _____

Application Purpose and Timeline

The purpose of the application packet is to outline the skill set of the Project SEARCH candidate. This application packet enables the Steering 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 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 **Friday, June 25, 2021**, candidates must submit the completed application to:
Tim Blekicky, Program Director and Instructor
The Arc of North Carolina
30 Garfield St, Suite D
Asheville, NC 28803
3. **Selection Committee will begin to review application packets individually on May 1st** and then as they are submitted. **Appropriate candidates will be notified within a week of submission** if they are invited for an interview/skills assessment.
4. If invited to an interview/skills assessment, applicants and families will participate in a virtual interview with members of the Steering Committee. Applicants will be notified of the decision within a week of the interview.
5. Interns complete an intake with The Arc of North Carolina. To be scheduled after acceptance.
6. The program will begin with two weeks of **Intern Orientation on Tuesday September 7th**.

* **Please note:** The Selection Committee will include the, representatives from 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. Individuals who commit to pursuing and achieving competitive employment at the end of the Project SEARCH program.
2. 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).
3. Individuals who will benefit from participation in a variety of unpaid internships.
4. Individuals who wish to gain skills through a combination of hands-on experience and classroom instruction.
5. Individuals who have guaranteed transportation to and from Mission Health.
6. Individuals between the ages of 18 and 35 will receive priority acceptance
7. Ability to be unsupervised for up to 4 hours and still be productive on the job.



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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:



Tim Blekicky, Program Director and Instructor
The Arc of North Carolina
30 Garfield St, Suite D
Asheville, NC 28803
[828-674-8957](tel:828-674-8957) (M) [828-254-4771](tel:828-254-4771) (O) [828-254-6885](tel:828-254-6885) (F)



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A. APPLICANT PERSONAL INFORMATION:

Name: _____
Last First Middle

Address: _____
Street City Zip Code

E-mail Address: _____ Cell/Home Phone: _____

Date of Birth: _____

Medicaid Number: _____

Does the applicant have the Innovations Waiver? ___ YES ___ NO

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.

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: _____



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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:

1st Shift (7 am – 3pm) 2nd Shift (3 pm – 11 pm) 3rd 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:

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 Private (Uber/Lyft) 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 VAYA Health 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 is employment important to you? *(Complete in your own words or have someone write your thoughts for you, using your own words)*

Why do you believe Project SEARCH will better prepare you for employment? *(Complete in your own words or have someone write your thoughts for you, using your own words)*



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K. REFERENCES:

Choose Three (3) Non-Family References (people who have firsthand knowledge of your work performance) and have them fill out the short survey about the applicant at:

https://thearcofnorthcarolina.formstack.com/forms/project_search

The survey is a combination of ranking and short answer scenario-based questions that will help the program partners determine if the applicant is appropriate for the program.

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



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M. Project SEARCH INTERN CONTRACT:

I, _____, understand that if I am accepted into the AB Tech Project SEARCH program and I will 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 6.75 hours per day (e.g. 8:30am - 3:15pm), Monday through Friday.
- I will call my instructor and 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 AB Tech's Employee Code of Conduct.
- I will dress according to the dress code and uniform requirements of the assigned host site and/or rotation.
- I will attend three 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 once during each rotation.
- I will work with my personal and community supports to obtain the supplies from the supply list for my site.
- 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 and commit to satisfactorily closing my case with Vocational Rehabilitation.
- 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



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