



**BILTMORE<sup>®</sup>**

## Project SEARCH

Candidate Application  
2026-2027

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

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

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

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

[www.arcnc.org/programs-and-services/west/project-search](http://www.arcnc.org/programs-and-services/west/project-search)

## 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. The steering committee may reach out for additional information. Our goal is to select candidates who need the opportunities the program provides, will be successful given the structure of the program, and reach the outcome of competitive employment. Project SEARCH is best viewed as a 15-month commitment (8 months of program + job development + minimum of 4 months of employment).

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

1. Candidates and/or an application preparer review the application and selection criteria.
2. Candidates must submit the completed application. Submission information is located on the next page
3. Selection Committee will review the received application packets beginning on June 1, 2026. After that date, **appropriate candidates will be notified within two weeks of submission** if they are invited for an interview/skills assessment.
4. If invited to an interview/skills assessment, applicants and families will participate either in a virtual or in-person with members of the Steering Committee. Applicants will be notified of the decision within two weeks of the interview. Applications will continue to be accepted until the cohort is full (8 interns) or the program begins, whichever comes first.
5. Interns complete an intake with The Arc of North Carolina to be scheduled after acceptance.
6. **The program will begin with three weeks of Intern Orientation on Monday Sept 14, 2026.**

**Please note:** The Selection Committee will include representatives from: A-B Tech, North Carolina Division of Employment and Independence for People with Disabilities (EIPD), The Arc of North Carolina, 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 A-B Tech and/or Biltmore Estate.
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.

## Project SEARCH Application Packet Checklist

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

**ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT TOGETHER FOR THE APPLICATION TO BE CONSIDERED.  
IF YOU HAVE ANY QUESTIONS PLEASE CONTACT KYLE PETERSON**

- 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:**

Kyle Peterson – Supported Employment Coordinator  
The Arc of North Carolina  
131 Sweeten Creek Rd  
Asheville NC 28803  
[828-674-8957](tel:828-674-8957) (M)  
[828-254-4771](tel:828-254-4771) (O)



**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 and Work Performance: \_\_\_\_\_

**E. EMPLOYMENT BACKGROUND:**

When you are hired for paid employment do you want to work... Please check both if applicable:

Full-time:  Part-time:

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:		

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: \_\_\_\_\_

**F. UNIFORM:** Please provide sizes for uniform ordering purposes in certain departments -

Shirt: \_\_\_\_\_ Pant (waist and length): \_\_\_\_\_

Jacket (if known): \_\_\_\_\_

**G. TRANSPORTATION:** How do you plan to get to Project SEARCH?

*Mountain Mobility may be able to provide transportation if you have Medicaid and are on a route, but you may also incur a cost. Mountain Mobility oversees route availability, trip scheduling, and customer service. For more information, please visit [www.buncombecounty.org/mm](http://www.buncombecounty.org/mm) or call (828) 250-6750.*

Self/ Family  Private (Uber/Lyft)  Public Trans  Other (specify)

**H. SERVICE AGENCIES:**

Do you have a EIPD Counselor? (EIPD Counselor)

Yes  Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

No

Do you have a Care Manager from VAYA or other agency/provider?

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 as well as 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)*

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**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 this short survey about the applicant:

[https://thearcofnorthcarolina.formstack.com/forms/project\\_search](https://thearcofnorthcarolina.formstack.com/forms/project_search)

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

\_\_\_\_\_  
Name and Title                      Phone Number                      Signature                      Date

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## Biltmore Estate Project SEARCH 2026 – 2027 Calendar

July					August					September						
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F		
		1	2	3	3	4	5	6	7		1	2	3	4		
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11		
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18		
20	21	22	23	24	24	25	26	27	28	21	22	23	24			KEY
27	28	29	30	31	31					28	29	30				Boot Camp
																Holiday/ No Class
																Internship #1
																Internship #2
																Internship #3
																Transition Week
October					November					December						
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F		
			1	2	2	3	4	5	6		1	2	3			
5	6	7	8	9	9	10	11	12	13	7	8	9	10			
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18		
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25		
26	27	28	29	30	30					28	29	30	31			
January					February					March						
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F		
				1	1	2	3	4	5	1	2	3	4	5		
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12		
11	12	13	14	15	15	16	17	18	19	15	16	17	18	19		
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26		
25	26	27	28	29						29	30	31				
April					May					June						
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F		
			1	2	3	4	5	6	7		1	2	3	4		
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11		
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18		
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25		
26	27	28	29	30	31					28	29	30				