



Project | SEARCH®

at



An Anthem Company

in Nashville, TN

Project SEARCH Intern Application

Name: _____

Attach recent photo of candidate here:

Please check which applies to you:

- Has an OPEN case with Vocation Rehabilitation and their VR counselor is: _____.
- Willing and eligible to access Vocational Rehabilitation or privately pay for their internship
- Receives Employment & Community First CHOICES Services
(Please include MCO & Support Coordinator Name) _____
- Receives Medicaid Waiver funds through the Department of Intellectual and Developmental Disabilities

Project SEARCH is a program that runs from September through July, Monday through Friday. Hours are generally 8:30 – 2:30 pm, but are subject to change.

Application Purpose & Guidelines

The purpose of this application packet is to outline the skill set of the Project SEARCH intern candidate. This application enables the Selection Committee to properly assess each Candidate's skills, abilities and background. The Selection Committee will include Project SEARCH instructors and may include representative(s) from Amerigroup in Nashville, Tennessee Rehabilitation Services and Progress, Inc.

Our final goal is to select Interns who will be successful in a Project SEARCH program and be eligible to reach the outcome of competitive employment.

The Selection Process includes the following guidelines:

- All candidates are encouraged to attend the Open House on May 15, 2018 from 5-7pm at Amerigroup. All pertinent information regarding our program will be provided. Additional Open House dates will be scheduled in June and July, should you not be able to attend on May 15th. Please contact Pam Hollingsworth for details regarding the June and July Open House dates.
- ALL candidates must have an open case with Vocational Rehabilitation, receive DIDD Waiver services, receive ECF CHOICES services (Employment & Community First CHOICES), or be willing to apply for Vocational Rehabilitation services.
- All applications are due by July 17th.

**Pam Hollingsworth
Project SEARCH
Progress Inc.
319 Ezell Pike
Nashville, TN 37217
615-577-4721**

or email p.hollingsworth@progress-inc.org

The Selection Committee will review the applications beginning the last week of August.

- The candidate will be required to attend an assessment day as a part of the application process.
- Notification of the candidate's acceptance status will be sent to the candidate's email address once reviewed and determined by the selection committee.

If accepted:

- The Selection Committee will review the application and match the intern skill set and interests with the appropriate Project SEARCH internships/rotations.
- ***The intern is only permitted an allotment of 9 days off in addition to scheduled holidays. The 9 days off include "bad weather days," bereavement leave, sick days, etc.*** Completing this application is an agreement to abide by Project SEARCH's attendance policy. Failure to adhere to the policy may result in dismissal from the program.

Project SEARCH Application Packet Checklist:

The following must be completed and sent with the application:

- Completed Application Packet (including a photo on the 1st page)**
- High School Transcript including attendance record (if under 24 years-old)**
- Summary of Performance from high school or last IEP (if under 24 years-old)**
- Evaluation/Summary from any other formal training (if applicable) including attendance record**
- Photo copy of educational diploma (if applicable)**
- Documentation of disability**
- Copy of Current ISP (for Waiver candidates only) or PCSP (for ECF candidates)**

APPLICATION FOR ADMISSION

A. Personal Data

Name

Last

First

Middle

Last four digits of SS# : _____

Address:

Street

City

Zip Code

County: _____

Applicant's cell phone number: _____

Date of Birth: _____

Male

Female

Applicant's email address (this will be our **primary** contact): _____

Parent #1 / Guardian Name: _____ Parent/Guardian e-mail: _____

Are you the legal conservator? Yes No

Address: Street _____ City: _____ Zip: _____

Parent #1/Guardian #1 Home Phone: _____ Cell Phone: _____

Work Phone: _____

County of Residence: _____

Parent #2 / Guardian Name: _____ Parent/Guardian e-mail: _____

Are you the legal conservator? Yes No

Address: Street _____ City: _____ Zip: _____

Parent #1/Guardian #1 Home Phone: _____ Cell Phone: _____

Work Phone: _____

County of Residence: _____

Project SEARCH interns are required to have a disability that impacts employment opportunities. Please indicate your disability: _____
(If you do not know, please ask your physician or VR counselor)

Describe how your disability affects your daily activities and your ability to obtain or retain employment:

Please list any kind of aids/supports or assistive technology that the candidate uses to accommodate their disability (ex: hearing aid, cane, specific cell phone app, etc.)

Can the candidate pass a criminal background check?

Yes No

Has the candidate ever been suspended/excluded/removed from school?

Yes No

If "Yes," please explain:

Please note that the following question will be asked during your interview:

Do you have any behaviors that might impact a successful job placement?

(This will not be used to determine eligibility, but will assist us in developing curriculum to assist the intern in overcoming these barriers)

EMPLOYMENT BACKGROUND:

List jobs you do or have done in school or in the community (including volunteering):

Employer/ Organization	Dates	Job Duties	Supervisor Name	Contact Number	Paid? (circle one)	How did the candidate obtain this position?
					Yes/No	
					Yes/No	
					Yes/No	

Have you ever been fired from a job?

Yes No

If yes, please explain:

Have you ever quit a job?

Yes No

If yes, please explain:

LIST THREE REFERENCES (NON-RELATED):

	Name	How do you know this person?	Phone Number	Email Address
1.				
2.				
3.				

By signing this, the candidate is stating all the above is true and thorough to the best of their knowledge. Undisclosed medical/behavior or legal information affecting Project SEARCH training, job placement or job retention may be grounds for dismissal.

A parent, counselor, teacher, listed reference, former training facility, medical provider, Support Coordinator/MCO or employer may be contacted by the Selection Committee to gather additional information. By signing this, the applicant and/or conservator give permission to release all information requested from people/agencies/schools/medical providers listed in this document and documents provided by Vocational Rehabilitation to Project SEARCH.

Applicant's consent and information:

Name	Title	Phone Number	Date
------	-------	--------------	------

Signature

Parent(s) and/or Conservator and information:

Name	Title	Phone Number	Date
------	-------	--------------	------

Signature

If the candidate did not fill out this application themselves, please explain the reason:

Please list the names and roles and contact information of the team/family members that completed this application (if applicable):

Project SEARCH – Additional Information Needed for Project SEARCH Participation

DESCRIBE YOUR SERVICE AGENCIES:

Do you have a Vocational Rehabilitation Counselor?

Yes Counselor's Name: _____ Phone Number: _____
 No

Do you have an Independent Support Coordinator or Support Coordinator?

Yes Name: _____ Phone Number: _____
 No

Are you receiving Social Security benefits?

SSI SSDI No

Are you receiving Medicaid Waiver funds?

Yes No

HEALTH STATUS

Medication	Dosage and time of day	Reason prescribed

Date of last dental exam _____ Provider name and contact _____

Date of last vision exam _____ Provider name and contact _____

Do you wear glasses as prescribed? _____

Do you wear contacts as prescribed? _____

List ALL current health and medical issues (including allergies, vision, hearing, balance, limited endurance, etc.):

List ALL hospitalizations / surgeries (including psychiatric treatment)

Facility and contact information	Date	Reason for treatment

Can the candidate pass a drug screening?

Yes No

BEHAVIORAL SUMMARY:

Do you have any behaviors that might impact a successful job placement?

Yes No

Please Explain:

Has the candidate ever been placed on a Behavior Plan while in school?

Yes No

If "Yes," please attach the plan to this application.

Has the candidate ever been suspended/excluded/removed from school?

Yes No

If "Yes," please explain:

Has the candidate been involved in the court system (excluding DCS, DHS or conservatorship)?

Yes No

If "Yes," please explain:

TRANSPORTATION:

How does the candidate plan to get to work once they are employed? (keep in mind the job could be 1 st , 2 nd or 3 rd shift)			
Public Transportation <input type="checkbox"/>	Parents <input type="checkbox"/>	Drive Self <input type="checkbox"/>	Other <input type="checkbox"/> _____
Transportation is often a barrier once the program is completed. What will be your means of transportation once the program is complete? <i>(The program partners can assist with a transportation plan for employment following graduation.)</i>			
Currently, can the candidate cross the street at an intersection independently? Yes <input type="checkbox"/> No <input type="checkbox"/>			
What forms of public transportation has the applicant utilized independently (ex: shuttle, MTA, cab, etc.)?			
Please indicate shirt size:			