

ALBERTINA  
**KERR**



Project | SEARCH

***Project SEARCH  
Washington County  
Kaiser Permanente Westside Medical Center  
2020/2021 Candidate Application***

Name \_\_\_\_\_

Equal Opportunity: Career placement will be made without regard to race, color, national origin, sex, age, religion, or presence of a disability.

## **Application Purpose & Guidelines Kaiser Westside Medical Center (KWMC)**

The purpose of this application packet is to determine program eligibility for the Project SEARCH Intern candidate. This application enables the Selection Committee\* to properly assess candidate's, eligibility, past behavior, and background history. The Selection Committee may contact a parent, counselor, teacher, or employer to gather additional information about a candidate. Our goal is to select candidates who will be successful in the Project SEARCH program and reach the outcome of competitive community employment.

### **The selection process and timeline:**

1. All interested candidates should attend our Information Night on March 10<sup>th</sup> at 5pm-7pm held at Kaiser Westside Medical Center to learn more about the program. If you are unable to attend, or are a visual learner, we are holding Informational Tours on the third Thursday of every month (contact McKenna Davis for more information). **This is the first step in the recruitment process.**
2. Submit the **completed** application  
Project SEARCH c/o Albertina Kerr  
247 SE Washington St. Ste. 200  
Hillsboro, OR 97123  
Or Scan/Email to [ProjectSEARCH@albertinakerr.org](mailto:ProjectSEARCH@albertinakerr.org)

**All Incomplete applications will be returned. Due to the application process timeline, this may affect your eligibility.** If you have questions or need assistance completing the application, please contact McKenna Davis at (503) 407-7845.

3. The Selection Committee will review the applications and select candidates to be interviewed. The first round of interviews will take place Mid-April.
4. Primary selection will be made by Friday, May 8<sup>th</sup>.
5. Following primary selection:
  - a. The candidate will be required to pass a criminal history background screening, drug screening and health screening.
  - b. An on-boarding and orientation event will take place on Wednesday, May 20<sup>th</sup> to complete these forms.
6. Final acceptance\*\* to the program will be announced the beginning of June.
7. For late applicants\*\* please contact McKenna Davis to inform her of the late application. She will work with you the best she can to provide an interview. If the interview goes well, on-boarding and orientation may be set at a different date for you.
8. First day of KWMC Project SEARCH 2019-2020 internship is Monday, August 24<sup>th</sup>.

### **Please note:**

\*The Selection Committee will include a Project SEARCH Program Manager, representative(s) from Kaiser Permanente, a Washington County Developmental Disabilities program representative, and a representative from Oregon Vocational Rehabilitation Services (OVRs).

\*\*The candidate's acceptance to the Project SEARCH internship at Kaiser Westside Medical Center will be subject to a 90-day probationary period at Kaiser.

## Project SEARCH Kaiser Westside Medical Center Entrance Criteria

### Candidates must:

- Submit a **complete** application.
- Have the desire to seek competitive employment, with assistance throughout the entirety of the internship and at the completion of the Project SEARCH program.
- Be at least 18 years of age at time of application.
- Meet eligibility requirements for Oregon Vocational Rehabilitation Services.
- Meet eligibility requirements for the State of Oregon Developmental Disabilities Services or Brokerage services.
- Be Success in a 4:1 staffing ratio.
- Have, or working toward, personal hygiene and grooming skills.
- A willingness to learn, and maintain, appropriate behavior and social skills in the workplace.
- Open to constructive feedback and direction from program/business staff in order to increase work readiness.
- Be able to communicate effectively with reasonable accommodations.
- Willing to work toward demonstrate appropriate interpersonal skills.
- Utilize public transportation *when available* and participate in travel training to ensure success in using the bus independently.
- Have the ability to pass a drug and health screen and criminal background check.
- Have up to date immunizations\* including maintaining current flu vaccine.
- Documentation of current immunizations per State of Oregon requirements (MMR Vaccination or MMR titer, Varicella Vaccinations or Varicella titer, and Hep B titer) or other screenings upon request. A flu vaccine may be required per Department Manager's request.
- Provide documentation for legal right to work in the US.
- Must be able and willing to participate in the program hours of 9:00am to 3:30pm 5 days per week with a half hour lunch break.

**For acceptance to the program, applicants must provide all of the information requested on the following pages.** Applicants are encouraged to fill the application as independently as possible. All Project SEARCH interns must be eligible for Adult Developmental Disability Services and Vocational Rehabilitation. Please complete this page in order to be considered for the internship.

<b>PERSONAL INFORMATION</b>	
Full Name:	Preferred Name:
Date of Birth:	Gender:
Email:	Phone:
What is the best way to get in contact with you?	
Street Address:	
City:	County:
What is Your T-Shirt Size?	Do you have any allergies?

<b>PEOPLE WHO SUPPORT YOU</b>	
Who is the Best Person to Contact About How to Support You?	
Name:	Relationship:
Phone:	Email:

Who is Your Services Coordinator or Personal Agent?	
County or Brokerage:	
Phone:	Email:

Have you Applied for Vocational Rehabilitation Services? Yes <input type="checkbox"/> No <input type="checkbox"/>	
VR Counselor's Name:	
Phone:	Email:

Are you eligible for Medicaid benefits? Yes  No

Did you graduate high school? Yes  No

What High School did you attend?

Graduation Year:

Did you receive a regular diploma, modified diploma or GED?

We strongly encourage interns to commute independently. How do you plan to get to and from work every day?

Do you require any accommodations to work independently?

After graduating from Project SEARCH, is your goal to work full-time or part-time?

**REFERENCES:** List **TWO** references who are **NOT family**. We will contact your Service Coordinator or Personal Agent, along with your VR Counselor, in addition to these references.

Name	Relationship	Phone	Email

## EMPLOYMENT/VOLUNTEER BACKGROUND

Please fill out the following and attach a resume, if you have one.

Business Name:			
Business Address:			
Supervisor's Name:		Phone:	
Your Title:	Wage:	Start Date:	End Date:
Responsibilities:			
Reason for Leaving:			

Business Name:			
Business Address:			
Supervisor's Name:		Phone:	
Your Title:	Wage:	Start Date:	End Date:
Responsibilities:			
Reason for Leaving:			

# CANDIDATE RESPONSE QUESTIONS

Why are you interested in an internship with Project SEARCH?

What are your career goals? Why do you want to work?

Think about your **favorite** work or volunteer experience. What made it enjoyable?  
What did you like about it?

Think about a job or volunteer experience that was **difficult or uncomfortable**. What about this job, or experience, made it hard or unenjoyable?

**NOTE: If someone assisted you with filling out this application, please complete the section below and obtain their signature.**

---

---

Name

Title

Date

---

Email

Phone

Relationship to Candidate

---

Signature