

ALBERTINA  
**KERR**



Project | SEARCH

**Project SEARCH  
Marion County  
City of Salem  
Candidate Application**

**2020 – 2021**

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**

### **City of Salem**

The purpose of this application is to determine program eligibility for Project SEARCH intern candidates. This application enables the Selection Committee\* to properly assess candidate's, eligibility, past behavior, and background history. The Selection Committee will contact your Vocational Rehabilitation Counselor and your Personal Agent or Services Coordinator. The Selection Committee may also 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. There will be a webinar presentation held by Albertina Kerr and Garten; touch base with your service coordinator or Vocational Rehabilitation representative regarding this. We will suggest they reach out to you as information about this webinar is available.

2. Submit the **completed** application.  
Send to:

Project SEARCH  
c/o Albertina Kerr  
2405 Front St NE, Suite 320  
Salem, OR 97301

Or scan and email to  
[Andrew.corbett@albertinakerr.org](mailto:Andrew.corbett@albertinakerr.org)

3. The Selection Committee will review the applications prior to interviews which will be held in June. *Exact date to be determined.*
4. Primary selection decisions will be made as soon as possible.
5. Upon primary acceptance to the internship program, the candidate will be required to pass a criminal history background screening.
6. First day of 2020-2021 internship is tentatively planned for **Tuesday, Sept. 8, 2020.**

#### **Please note:**

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

## Project SEARCH City of Salem Entrance Criteria

### Candidates must:

- Applicants must submit a **complete** application.
- Have a **strong 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.
- Be no longer eligible for Transition services through the school district by the start of the program.
- Meet eligibility requirements for Oregon Vocational Rehabilitation Services.
- Meet eligibility requirements for the State of Oregon Developmental Disabilities Services or Brokerage services.
- Be successful in a 4 to 1 staffing ratio
- Work towards independent personal hygiene and grooming skills.
- Willingness to learn appropriate behavior and social skills in the workplace.
- Open constructive feedback and direction from program/business staff in order to improve work performance.
- Be able to communicate effectively with reasonable accommodations.
- Willing to work towards demonstrating appropriate interpersonal skills.
- Utilize public transportation *when available* and participate in travel training to ensure success in using the bus independently.
- Provide documentation for legal right to work in the US.
- Must be able and willing to participate in the program hours of 8 a.m. to 2:30 p.m. 5 days per week with a half hour lunch break.
- Pass a City of Salem Background Check.

**In order to be considered for the program, applicants must provide all of the information requested on the following pages.** 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?	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:
Do you currently have 1:1 community supports? If yes, briefly explain: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Have you Applied for Vocational Rehabilitation Services? Yes <input type="checkbox"/> No <input type="checkbox"/>	
VR Counselor's Name:	Office:
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 and Vocational Rehabilitation 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 a **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.**

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Name

Title

Date

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Email

Phone

Relationship to Candidate

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Signature