

Project SEARCH Application

Thank you for your interest in Project SEARCH!

Project SEARCH is an **unpaid internship** that lasts for 9 months. The program serves adults with intellectual and developmental disabilities that need an intensive year of career development, internship experience, and support to reach their goals. The program embraces interns that have other disabilities (such as: physical and mental health disabilities) and challenges (such as: poverty and homelessness) as well.

To apply, you must be:

- Minimum 18 years old and graduated from high school with a regular diploma
 - Or
- No longer eligible for transition services (ie. graduated with a modified diploma) by the beginning of the program.
- Enrolled in or Eligible for Vocational Rehabilitation (VR) services
- Receiving or Eligible for Developmental Disability support services.
- Eligible to work in the US.

There are 4 steps to the process.

Step 1: You must complete [this application](#) then email it to:

- Email: **ProjectSEARCH@AlbertinaKerr.org**

Step 2: The Project SEARCH Selection Team will:

- Gather documents and information from any school and agency contacts listed.
- Review these and consider your strengths, needs, and eligibility.
- Decide if you can move forward in the process.
- Inform you and your guardian (if applicable) of next steps.

Step 3: If you are eligible to move forward, you must participate in the interview process.

- This is on **Monday, January 30, and Tuesday, February 1**, at the City of Salem Enterprise Services building, **295 Church Street, #210**. Salem OR, 97301. Please put these dates on your calendar. We will give you more details about this later.
- Please note any conflicts with the dates above.

Step 4: The Selection Team will:

- Review the Interview and prior information, and then select the interns for the next year.
- Contact you and your guardian (if applicable) to let you know if you were accepted.

Project SEARCH Application

Please fill out this form. Your parent/guardian/a support person can help you if needed. Before you fill out this form, please do one or all of the following.

- **Attend the virtual information session on November 16 from 6-8 p.m.**
 - **Please register in advance for this meeting.**
- <https://us06web.zoom.us/meeting/register/tZMpc-2tqTwiHda2YNYflFM-d3Bl9YGxI28u>
- **In-person Informational session Wednesday, January 11, from 10 a.m.-noon at the Salem Library, 585 Liberty Street, Salem, OR 97301, in the Anderson Room.**
- **Watch this video** (<https://www.youtube.com/watch?v=8juNYG6nP1U>).

Contact Information

1. Applicant

Name: Click or tap here to enter text.

Home Address: Click or tap here to enter text.

Phone Number(s): Click or tap here to enter text.

Email: Click or tap here to enter text.

Birthday: Click or tap here to enter text.

2. Parent/Guardian/Support Person

Name: Click or tap here to enter text.

Home Address: Click or tap here to enter text.

Phone Number(s): Click or tap here to enter text.

Email: Click or tap here to enter text.

3. Parent / Guardian / Support Person

Name: Click or tap here to enter text.

Home Address: Click or tap here to enter text.

Phone Number(s): Click or tap here to enter text.

Email: Click or tap here to enter text.

4. Is someone helping you fill out this form?

- If yes, please list their name and email or phone number here: Click or tap here to enter text.

Guardian

5. Are you your own legal guardian? Choose an item.

6. If no, what is the name and email of your legal guardian? Click or tap here to enter text.

Education and Work Information

7. When did you / will you complete high school? Click or tap here to enter text.

8. What high school did you attend? Click or tap here to enter text.

9. Are you currently in a college program, day program, or pre-employment program? Click or tap here to enter text.

10. If so, what is the name of the program? Click or tap here to enter text.

11. If so, what is the name and email of your program contact? Click or tap here to enter text.

12. Use the chart below to list any volunteer work, non-paid training, and paid work you have had.

Workplace	Dates of work	Work duties	Non-paid or paid?
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

The goal of Project SEARCH is for you to get a job where you:

- Work in an integrated setting. This means you work with people with and without disabilities. Click or tap here to enter text.
- Are paid the typical wage for the job. Click or tap here to enter text.
- Work 16 hours or more each week Click or tap here to enter text.

13. Are you willing to work 16 or more hours a week in an integrated setting after you finish Project SEARCH? Click or tap here to enter text.

14. Where would you like to work after you finish Project SEARCH? Click or tap here to enter text.

15. Does your family / guardian / support person support your work goals? Click or tap here to enter text.

Eligibility for Other Services

16. Have you been approved for services with Vocational Rehabilitation (VR)? Click or tap here to enter text.

- If so, who is your counselor? Click or tap here to enter text.
- If not, have you applied? Click or tap here to enter text.

- If you have not applied, please go to <https://www.oregon.gov/dhs/employment/VR/Pages/index.aspx> to apply.

17. Have you been approved for I/DD services? Click or tap here to enter text.

- If so, who is your Services Coordinator or Personal Agent? Click or tap here to enter text.
- If not, have you applied? Click or tap here to enter text.

If you have not applied, please go to <https://www.co.marion.or.us/HLT/DD/Pages/eligibility.aspx>

- to apply.

Personal Statement (Answer the Questions Below)

(If this section is scribed, please write the exact words used by the applicant. Use as much space as needed.)

18. Why do you want to be a Project SEARCH intern?

19. What do you want us to know about you?

20. How did you find out about Project SEARCH?

Release of Information

After looking at this form, the Selection Team will reach out to any school and / or agency contacts. They will ask for other information to get to know you better.

This may include:

- Education documents such as: Individualized Education Program (IEP)
- VR documents such as: Individualized Plan for Employment (IPE), other assessments
- I/DD Services support documents such as: ISP Support Documents (PBSP, eligibility, etc)

21. You and your guardian (if applicable) will need to sign the accompanying “Release of Information” form. Do you have any concerns about signing this release of information?

Project SEARCH Intern Agreement

You and your guardian (if applicable) will need to sign this agreement if you are accepted into the program.

I, (insert name here), understand that if I am accepted into the Project SEARCH program

- I will complete up to 3 **unpaid** internships with the City of Salem.
- I will attend the program every day for 6 hours.
- I will follow the dress code and arrive looking clean and neat.
- I will contact my instructor and supervisor when I am absent or late.
- I will follow all the rules of City of Salem and of the Project SEARCH program.
- I will attend all meetings with my VR counselor, parent / guardian, skills trainers, and business staff.
- I will participate in and discuss any issues at my meetings.

- I will actively look for a job that is 16 hours a week or more in an integrated setting.
- I understand that I must complete a background check

I have read the statements above. If accepted, I agree to these terms.

Do you or your guardian (if applicable) have any concerns with the requirements for the Project SEARCH program?

Thank you! We will email you to let you know we got your application.