



Project | SEARCH



EMBASSY
SUITES

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Raleigh - Durham/Research Triangle



WAKE COUNTY
PUBLIC SCHOOL SYSTEM
Special Education
Services

Project SEARCH Embassy Suites Raleigh-Durham/RTP *Student Intern Application*

2020-2021

- *Applicant must attend Skills Assessment Day,
January 29, 2020*



Alliance
Health

Purpose

The purpose of this application packet is to outline the skill set of the Project SEARCH Embassy Suites Raleigh-Durham/RTP Intern Candidate. This application enables the Selection Committee, consisting of; Representatives from Embassy Suites Raleigh-Durham/RDU, WCPSS Staff, as well as representatives from Vocational Rehabilitation and Community Workforce Solutions, to properly assess each Intern Candidate's skills, abilities and background. A parent, Intern Candidate, counselor, school staff, or employer may be contacted by the Selection Committee to gather additional information. Our final goal is to select Intern Candidates who will be successful in the Project SEARCH Embassy Suites Raleigh-Durham/RTP program and reach the outcome of competitive employment.

Selection Process Guidelines

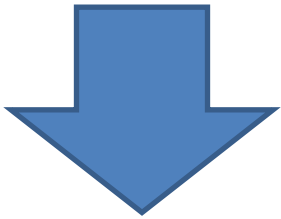
1. Submit the completed application by **Friday, January 17, 2019** to:

Carolyn Penn
Project SEARCH Embassy Suites Raleigh-Durham/RTP Lead
201 Harrison Oaks Boulevard
Cary, NC 27513
(919) 602-2172
cpenn@wcpss.net

2. Completing this application does not guarantee placement.
3. The Selection Committee will only accept fully completed applications. Any incomplete application will be disregarded, and the Intern Candidate will not be accepted.
4. If accepted, an IEP will be developed with the IEP team for the 2020-2021 school year.
5. Order of selection will be:
 - Students who desire to immediately gain competitive employment at completion of the Project SEARCH Embassy Suites Raleigh-Durham/RTP program
 - Oldest students* (18-22 age range) with priority given to those approaching their 22nd birthday
 - Students who have finished all high school credit requirements
 - Students who will benefit from participation in a variety of internships
 - Students who are interested in using public transportation to access work and the local community



Key Dates & Deadlines



January 17, 2020 Applications Due



January 29, 2020 Assessment/Interview Day



February 2020 Letters of Acceptance Sent



Spring/Summer 2020 IEP's Developed
Agency Paperwork Completed
Orientation



August 23, 2020 First Day of Program

Project SEARCH Embassy Suites Raleigh-Durham/RTP Application

PERSONAL DATA

Name: Last First Middle

Address: Street City Zip

Home Phone: Cell Phone: Email:

School Currently Attending:

Date of Birth: Choose one (optional) Male Female Prefer not to disclose

Parent/Guardian Name: Parent/Guardian email:

Address: Street City Zip

Parent/Guardian Home Phone: Parent/Guardian Cell Phone:

Parent/Guardian Name: Parent/Guardian email:

Address: Street City Zip

Parent/Guardian Home Phone: Parent/Guardian Cell Phone:



Parent/Intern Candidate Information

1. Universal Release: The student's educational/employment records concerning my son/daughter will be transferred from his or her school to Project SEARCH Partners (WCPSS, Embassy Suites Raleigh-Durham/RTP, Community Workforce Solutions, Alliance Healthcare, Vocational Rehabilitation).
2. Equal Opportunity: Project SEARCH-WCPSS placement will be made without regard to race, color, age, sex, national origin, cultural or economic background, housing circumstances is entitled to equal opportunity for educational development.

Intern Signature Date

Parent/Guardian Signature Date

Future Employment Preferences and Background

What is your career of interest?

How do you want to be employed in the community upon the completion of Project SEARCH-WCPSS?

- Full-time Part-time

List jobs you do or have done in the school or in the community (paid or volunteer):

Employer #1: Contact Number:

Supervisor's Name: Paid Unpaid

Job Duties:

1.
2.
3.
4.

Employer #2: Contact Number:

Supervisor's Name: Paid Unpaid

Job Duties:

1.
2.
3.
4.



Check areas below that are difficult which may apply to you: *Parent or school staff may assist you in completing this section.*

- | | |
|---|---|
| <input type="checkbox"/> Mobility | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Attending to tasks | <input type="checkbox"/> Speech/language |
| <input type="checkbox"/> Hyperactivity | <input type="checkbox"/> Handling money |
| <input type="checkbox"/> Harming self or others | <input type="checkbox"/> Communicating/working with others |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Decision making |
| <input type="checkbox"/> Self-care | <input type="checkbox"/> Adjusting to new situations |
| <input type="checkbox"/> Taking medication | <input type="checkbox"/> Work stamina (standing, stairs, lifting) |
| <input type="checkbox"/> Self-direction | <input type="checkbox"/> Other: |

Service Agencies:

1. Do you have a Vocational Rehabilitation Counselor through the Department of Vocational Rehabilitation Services?

- Yes Case Manager Name:
- Phone Number:
- No
- Not Sure: Comments:

2. Are you eligible for services from Alliance Health?

- Yes Case Manager Name:
- Phone Number:
- No
- Not Sure: Comments:

3. Are you receiving Social Security Benefits:

- Yes No Not Sure



Student Response Question

Why do you want to participate in Project SEARCH Embassy Suites Raleigh-Durham/RTP?
(Complete in your own words and/or person assisting will write the responses in the student's own words)

References

List three references.

Personal Reference

Name Relationship to Student
Phone Number Email Address

School Reference

Name Title
Phone Number Email Address

Other Reference

Name Title
Phone Number Email Address

Assistance

The person assisting the student to complete this application is:

Name Title
Organization
Phone Number Email Address
Signature **X** Date



Final acceptance is contingent upon the completion of the following during summer 2020:

_____ Completion of all requirements and paperwork with partner agencies (Vocational Rehabilitation, Community Workforce Solutions, Alliance Health)



Project SEARCH Embassy Suites Raleigh-Durham/RTP Intern Contract

**The student will be asked to sign this upon acceptance into the program at the IEP meeting.*

Read the student contract below and sign and date.

I, , understand that if I am accepted into the Project SEARCH Embassy Suites Raleigh-Durham RTP program and must abide by the following terms and conditions:

- I will complete at least three unpaid job internships at Embassy Suites Raleigh-Durham/RTP.
- I will attend the program every day from **8:00 am- 3:00 pm**, Monday through Friday.
- I will dress appropriately, and wear required attire.
- I will call my instructor and departmental supervisors when I am absent or tardy.
- I will make up any assignments missed due to excused absences.
- I will follow all the rules established by the program at Embassy Suites Raleigh-Durham/RTP.
- I will attend regularly scheduled meetings with my vocational rehabilitation counselor, parents, teachers, and business staff.
- I will be an active participant and communicate any issues at our monthly meetings.
- I will actively pursue employment.

I have read the above terms and conditions and agree to accept my placement in the Project SEARCH Embassy Suites Raleigh-Durham/RTP program. I understand that I may be asked to leave Project SEARCH Embassy Suites Raleigh-Durham/RTP if I fail to follow the terms and conditions.

Intern Signature **X** Date

Parent/Guardian Signature **X** Date



For School Personnel Only

- _____ Completed Application Packet (Student/Family completes and submits)

- _____ High School Transcript (Local School/WCPSS will submit on behalf of intern)

- _____ Attendance Record (Local School/WCPSS will submit on behalf of intern)

- _____ Current IEP (Local School/WCPSS will submit on behalf of intern)

- _____ Most Recent Evaluation Team Report (Local School/WCPSS will submit on behalf of intern)

