



Project | SEARCH

Project SEARCH
Candidate Application
Embassy Suites by Hilton Portland Airport
Multnomah County

Name _____

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

Project SEARCH Embassy Suites Application Purpose and Guidelines

This application is a way to learn more about you! Project SEARCH is a great opportunity to learn job skills and learn more about the kind of work you want to do. We need to know some facts about you in order to consider you for the program. We need to know how to get in touch with you and we need to know how to contact the people that support you. We also need to know what kinds of work experiences you've already had. We want to hear what you liked and didn't like about your work, what your boss thought about your work, and we especially want to hear about what you want to do in the future.

We are here to help you be successful! We want to join you and your team to help you learn what you love and find a job doing it. Our goal is for our graduates to thrive in competitive jobs they are proud to do every day.

The Selection Process:

1. Attend an Open House to learn more about the program. Contact us for details.
2. Submit a completed application to: 2124 N Williams Avenue, Portland, OR 97224
Attn: Erin Cochrun-Weston, or email to:

Mer Stevens, Project SEARCH Program Manager at
SomersetS@AlbertinaKerr.org

3. The Selection Committee will review the applications and we will select candidates to be interviewed. We cannot review your application until it is complete.
4. Interview for the program with members of our team.

Note: The Selection Committee consists of a Project SEARCH Manager (employee of Albertina Kerr), Embassy Suites by Hilton Portland Airport representative(s), a Multnomah County Developmental Disabilities Program representative, and an Oregon Vocational Rehabilitation Services (OVRs) representative.

Project SEARCH Embassy Suites Entrance Criteria

Candidates must:

- Have the desire to work competitively throughout the entirety of the internship and at the completion of the Project SEARCH program.
- Be served by Oregon Vocational Rehabilitation Services.
- Receive adult services through the county or a brokerage.
- Have independent personal hygiene and grooming skills.
- Maintain appropriate behavior and social skills in the workplace.
- Take direction from the business liaison, program manager, job coach and department supervisors and change behavior as needed.
- Be able to communicate effectively with reasonable accommodations, if any are needed.
- Utilize public transportation *when available* and participate in travel training to ensure success in using the bus independently *or* be able to travel to and from the worksite in a reasonable and dependable way with necessary back-up.
- Have previous experience in a work environment (includes school, volunteering or paid work).
- Provide documentation for the legal right to work in the United States.
- Be able and willing to participate in the program hours of 8 a.m. to 2:30 p.m. five days per week with a half hour lunch break.

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.

PERSONAL INFORMATION	
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?	What is Your Shoe Size?

PEOPLE WHO SUPPORT YOU	
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 No	
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 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.

Name

Title

Date

Email

Phone

Relationship to Candidate

Signature