



Project | SEARCH

Project SEARCH
Washington County
Embassy Suites by Hilton Portland
Washington Square
2018/2019 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
Embassy Suites by Hilton Portland
Washington Square

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 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 the information night on Wednesday, April 18, 2018 to learn more about the program. **This is the first step in the recruitment process.**

2. Submit the **completed** application by Friday, May 4 2018 and send to

Project SEARCH c/o Albertina Kerr
247 SE Washington St. Ste. 200
Hillsboro, OR 97123

Or scan and email to 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 Kari Seals at 503-265-9035.

3. The Selection Committee will review the applications and select candidates to be interviewed. Interviews will take place Monday, June 4th and Friday, June 8, 2018.
4. Primary selection decisions will be made by Friday, June 15, 2018
5. Upon primary acceptance to the internship program, the candidate will be required to pass a criminal history background screening.
6. First day of 2018/2019 internship is Monday, September 17, 2019.

Please note:

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

Project SEARCH Embassy Suites by Hilton Portland Washington Square 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.
- Have independent personal hygiene and grooming skills.
- Maintain appropriate behavior and social skills in the workplace.
- Take direction from the business liaison, program manager, instructor, job coaches and department supervisors and change behavior as needed.
- Be able to communicate effectively with reasonable accommodations, if needed.
- Demonstrate appropriate interpersonal skills.
- 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 Embassy Suites by Hilton Portland Washington Square in a reasonable and dependable way with necessary back-up.
- Have previous experience in a work environment (including school, volunteer, and paid work).
- 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 3:30 p.m. 5 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 <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 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