

Project SEARCH

Biltmore Estate
Project SEARCH
Candidate Application
2023-2024



Candidate Name: _____

Address: _____

Phone: _____

Email Address: _____

www.arcnc.org/programs-and-services/west/project-search

Application Purpose and Timeline

The purpose of the application packet is to outline the skill set of the Project SEARCH candidate. This application packet enables the Steering Committee* to properly assess each candidate's interests, skills, abilities, and background. The steering committee may reach out for additional information. Our goal is to select candidates who need the opportunities the program provides, will be successful given the structure of the program, and reach the outcome of competitive employment. Project SEARCH is best viewed as a 15-month commitment (8 months of program + job development + minimum of 4 months of employment).

The Application and Selection Process is as follows:

1. Candidates and/or an application preparer review the application and selection criteria.
2. Candidates must submit the completed application. Submission information is located on the next page
3. Selection Committee will review the received application packets at the beginning of each month starting on May 1, 2023. After that date, **appropriate candidates will be notified within two weeks of submission** if they are invited for an interview/skills assessment.
4. If invited to an interview/skills assessment, applicants and families will participate either in a virtual or in-person with members of the Steering Committee. Applicants will be notified of the decision within a week of the interview. Applications will continue to be accepted until the cohort is full (12 interns) or the program begins, whichever comes first.
5. Interns complete an intake with The Arc of North Carolina. To be scheduled after acceptance.
6. **The program will begin with three weeks of Intern Orientation on Monday Sept 11, 2023.**

Please note: The Selection Committee will include representatives from: A-B Tech, North Carolina Division of Vocational Rehabilitation Services (VR), The Arc of North Carolina, Vaya Health MCO, and other agency representatives.

Selection Criteria:

1. Individuals who commit to pursuing and achieving competitive employment at the end of the Project SEARCH program.
2. High school students must be in their *last* year of high school (candidates cannot be enrolled in a high school program when the program starts).
3. Individuals who will benefit from participation in a variety of unpaid internships.
4. Individuals who wish to gain skills through a combination of hands-on experience and classroom instruction.
5. Individuals who have guaranteed transportation to and from A-B Tech.
6. Individuals between the ages of 18 and 35 will receive priority acceptance
7. Ability to be unsupervised for up to 4 hours and still be productive on the job.



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Project SEARCH Application Packet Checklist

PLEASE NOTE

**ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT TOGETHER FOR THE APPLICATION TO BE CONSIDERED.
IF YOU HAVE ANY QUESTIONS PLEASE CONTACT TIM BLEKICKI**

- Completed Application Packet
- Current Evaluations (e.g., medical, psychological, vocational evaluations, etc.) – Please provide at least one evaluation
- High School Transcript; or copy of diploma, certificate of completion, or current/ final IEP
- Documentation of any other education or training completed or currently participating in

Return completed Packet to:

Tim Blekicki, Program Director
The Arc of North Carolina
30 Garfield St, Suite D
Asheville, NC 28803

828-674-8957 (M) 828-254-4771 (O) 828-254-6885 (F)



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A. APPLICANT PERSONAL INFORMATION:

Name: _____
Last First Middle

Address: _____
Street City Zip Code

E-mail Address: _____ Cell/Home Phone: _____

Date of Birth: _____

Does the applicant receive VAYA services? Yes No

If yes, do they receive: Innovations Services Medicaid Services

Medicaid Number: _____

PARENT/GUARDIAN PERSONAL INFORMATION:

Name: _____ E-mail: _____

Address: _____
Street City Zip Code

Cell/Home Phone: _____ Work Phone: _____

B. Primary Care Physician INFORMATION:

Name: _____ Phone: _____

Address: _____
Street City Zip Code

C. Emergency Contact (someone who the applicant does NOT live with):

Name: _____ Phone: _____

Address: _____
Street City Zip Code



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D. REFERRAL SOURCE INFORMATION

Name: _____

Agency/School: _____

Please check all that apply:

- High School Diploma: Name of High School _____
- (High School Equivalency) - GED
- Certificate of Completion
- Years of High School Completed _____

Comments about Attendance and Work Performance: _____

E. EMPLOYMENT BACKGROUND:

When you are hired for paid employment do you want to work... Please check both if applicable:

Full-time: Part-time:

Do you plan to work during the school year, in addition to being in the Project SEARCH Program?

Yes: No:

If yes where? _____ How many days/hours? _____

List jobs/ volunteer jobs you do or have done in school or in the community. List most recent first:

Start Date:	Employer:		Paid Employment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Supervisor:		Contact Number:		
End Date:	Task 1:		Task 2:		
	Task 3:		Task 4:		

Start Date:	Employer:		Paid Employment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Supervisor:		Contact Number:		
End Date:	Task 1:		Task 2:		
	Task 3:		Task 4:		

Have you ever been fired from, let go from or asked to resign from a job?

Yes No

If yes, please explain: _____

Have you ever quit a job?

Yes No

If yes, please explain: _____

F. UNIFORM:

Please provide sizes for uniform ordering purposes: Shirt: _____



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G. TRANSPORTATION: How do you plan to get to Project SEARCH?

Mountain Mobility may be able to provide transportation. Mountain Mobility oversees route availability, trip scheduling, and customer service. For more information, please visit www.buncombecounty.org/mm or call (828) 250-6750.

Self/ Family Private (Uber/Lyft) Public Trans Other (specify)

H. SERVICE AGENCIES:

Do you have a Vocational Rehabilitation Counselor? (VR Counselor)

Yes Name _____ Phone Number: _____
No

Do you have a Care Coordinator from VAYA Health MCO?

Yes Name _____ Phone Number: _____
No

I. INDEPENDENT LIVING:

Medications taken by candidate:

Medication	Dosage	Time of day

List any health or medical issues that may impact a successful job placement:

Please list any other challenges or limitations that impact your ability to keep a job as well as accommodations needed:



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J. CANDIDATE RESPONSE QUESTION:

Why is employment important to you? *(Complete in your own words or have someone write your thoughts for you, using your own words)*

Why do you believe Project SEARCH will better prepare you for employment?
(Complete in your own words or have someone write your thoughts for you, using your own words)

K. REFERENCES:

Choose Three (3) Non-Family References (people who have firsthand knowledge of your work performance) and have them fill out this short survey about the applicant:

https://thearcofnorthcarolina.formstack.com/forms/project_search

L. PREPARER: If this application has been completed by someone other than the candidate, please provide the following information and sign:

Name and Title	Phone Number	Signature	Date
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