



Project | SEARCH
UnitedHealthcare®

Project SEARCH Internship Application

Program Description

Project SEARCH is a one-year, school-to-work internship program that prepares students with disabilities for competitive, integrated employment. Selected student interns receive training in social and independent living skills while acquiring real-life work experience. Additionally throughout the internship, those selected participate in job coaching, career exploration and employment planning in preparation for job placement at the conclusion of the internship. (For additional information about Project SEARCH, visit <http://projectsearch.us/>.)

Qualifications

- Be at least 18 years of age
- Have completed (or will complete by June 2019) credits needed to graduate by state Foundations Plan by IEP
- Be an eligible consumer with Texas Workforce Solutions Vocational Rehabilitation Services
- Agree the 2019 - 2020 Project SEARCH Internship will be your last year of school eligibility
- Have up-to-date immunizations
- Participate in and pass any criminal background checks and drug screening required by UnitedHealthcare
- Have reliable transportation (family or public) daily to and from UnitedHealthcare
- Provide own lunch daily (no Free & Reduced Lunch available)
- **Desire and plan to work competitively in the community at the conclusion of the Project SEARCH program**

Preferred Qualifications

- Have independent personal hygiene and grooming skills
- Have independent daily living skills
- Maintain appropriate behavior and social skills in the workplace
- Take and follow directions from supervisors
- Have the ability to communicate in order to complete required work-related functions
- Have interest in working in an office setting
- Have in-school, volunteer, and/or work experience

Work Environment

- Extended periods of sitting at a computer and use of hands/fingers across keyboard or mouse
- Professional office setting

Important Dates

- **January 31, 2019** – Application Deadline
- **March 1, 2019** – Family Portfolio Submission Deadline
- **March 4, 2019 - April 1, 2019** - Timeframe to schedule required student and family tour of UnitedHealthcare
- **April 10, 11, or 12, 2019** – Student Interviews (Upon Request by Selection Committee)

Equal Opportunity: All qualified applicants will receive consideration for selection without regard to race, color, national origin, sex, age, religion or presence of a disability.



Student Personal Information

Name (Last, First, MI): _____

Date of Birth: _____ Age: _____ Gender: Male Female

Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Parent Information

Mother's Name (Last, First, MI): _____

Place of Employment: _____

Home #: _____ Cell #: _____ Work #: _____

Email Address: _____

Father's Name (Last, First, MI): _____

Place of Employment: _____

Home #: _____ Cell #: _____ Work #: _____

Email Address: _____

Legal Guardian Information

Are you (will you be) your own legal guardian? Yes No

Living Arrangements and Daily Care

Who do you live with? _____

Do you set and use an alarm to wake up in the morning? Yes No
If no, how do you wake up? _____

Do you perform daily care on your own? Yes No
If no, who assists you? _____
If no, how much assistance do you need? Minimal Occasional Often

Transportation Information

How do you plan to get to/from Project SEARCH? Drive yourself Fort Bend Transit Family Other

How will you get to a job after Project SEARCH? Drive yourself Fort Bend Transit Family Other

Transportation is not provided by FBISD.

Medical History

Please list your medical or psychological diagnosis:

Please list any hospitalizations or surgeries that you have had:

<u>Date</u>	<u>Hospital</u>	<u>Reason</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list any medications you take:

<u>Medication</u>	<u>Dosage</u>	<u>Time of Day</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any allergies? Yes No

If yes, what? (Medical, seasonal, or food? Please list and describe severity.)

Do you wear glasses or contacts? Yes No

If yes, please explain the nature of your vision impairment:

Do you use any devices or aids to assist with your hearing or mobility? Yes No

If yes, please explain:

Do you use Sign Language or other nonverbal communication? Yes No

Educational Information

Name of your High School: _____

Name of your Special Ed Monitor/Case Manager: _____

What is your disability? _____

What is the language spoken in your home? _____

How would you rate your math skills? Good Fair Needs Improvement

How would you rate your reading skills? Good Fair Needs Improvement

How would you rate your computer skills? Good Fair Needs Improvement

Will you meet graduation requirements by June? Yes No

Do you have a behavior plan? Yes No

Project SEARCH is a vocational school-to-work program.

Employment Information

Please complete these two sentences -

After I complete high school, I want to work at _____.

After I complete high school, I want to work as a/an _____.

When considering paid employment, do you want to work: Full-time Part-time

Have you ever completed a job application? Yes No

Have you ever had a paid job before? Yes No

If so, have you ever been fired from a paid job before? Yes No

Are you currently participating in Work Based Learning? Yes No

Do you have any volunteer experience? Yes No

Do you plan to work in the summer before Project SEARCH? Yes No

Do you plan to work somewhere in addition to Project SEARCH? Yes No

Please list your in-school, paid or volunteer experience below:

<u>Employer/Location:</u>		<u>Duties:</u>	
<u>Supervisor:</u>		<u>Contact #:</u>	
<u>Start Date:</u>	<u>End Date:</u>	<u>Paid Employment:</u>	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

<u>Employer/Location:</u>		<u>Duties:</u>	
<u>Supervisor:</u>		<u>Contact #:</u>	
<u>Start Date:</u>	<u>End Date:</u>	<u>Paid Employment:</u>	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

<u>Employer/Location:</u>		<u>Duties:</u>	
<u>Supervisor:</u>		<u>Contact #:</u>	
<u>Start Date:</u>	<u>End Date:</u>	<u>Paid Employment:</u>	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Agency Information

Do you have a Vocational Rehabilitation Counselor? Yes No

If so, please provide your counselor's name: _____

If so, please provide the counselor's contact number: _____

An application for VR Services must be completed prior to acceptance into Project SEARCH.

Are you currently on Texana's HCS Medicaid Waiver list? Yes No

If so, please provide your case manager's name: _____

If so, please provide your case manager's contact number: _____

References

List 3 Non-Family References:
(References should be individuals who have firsthand knowledge about your work performance, work ethic, and/or employment goal.)

Name	Contact #

Student/Parent Acknowledgements

- I/We understand that Project SEARCH is a school-to-work program with UnitedHealthcare for students with disabilities and that the expectation is that I will obtain competitive employment in the community at the conclusion of the Internship.
- I/We understand that to be accepted into Project SEARCH, I must apply for VR services with Texas Workforce Solutions.
- I/We understand that if accepted into Project SEARCH, my internship year will be my last year of high school and that I will receive my high school diploma at the conclusion of my Internship.
- I/We understand that completing this application is not a guarantee that I will be accepted into Project SEARCH.
- I/We understand that acceptance into Project SEARCH is dependent upon completing the entire application process upon request by the Selection Committee, including, but not limited to, assessments to be completed on campus, a family interview, a statement of family support, and a face-to-face interview and skills assessment. (transportation to be provided.)
- I/We understand that if accepted, that both transportation to and from UnitedHealthcare and lunch daily are intern/family responsibilities and that neither transportation nor free and reduced lunch are provided by Fort Bend ISD. (Public transportation is available through Ft. Bend Transit at a cost of \$1 each way. For more information about Ft. Bend Transit, please visit <http://www.fortbendcountytx.gov>.)
- I/We agree to the release of all pertinent school and medical records to the Project SEARCH Selection Committee for the purposes of intern selection and understand that this information will be treated as confidential.

Student Signature

Parent/Guardian Signature



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Project SEARCH Application Process

1. Complete and submit the Application by Friday, January 31st.
2. Applicants will complete a Student Portfolio on campus, including a skills assessment in the areas of math, reading, alphabetizing, telling time, using currency, and in writing an email. Assessments will be completed and submitted by campus staff between Monday, February 4th and Friday, March 1st.
3. Families will be sent a Portfolio, including a vision and a support statement via email by Monday, February 4th. Completed Family Portfolios must be submitted by Friday, March 1st.
4. Applicants selected for interviews (notifications will be made by March 4th) must schedule an individual tour at UnitedHealthcare. **Both the student and a parent/guardian are required to attend.** Tours must be completed by April 1st. Tours must be scheduled in advance and will be conducted between the hours of 8:30 am and 2:30pm. Please contact alexandra_needler@uhc.com to schedule tours.
5. Selected applicants will participate in a face-to-face interview and an on-site skills assessment between Wednesday, April 10th and Friday, April 12th. With the family's permission, transportation will be provided by Fort Bend ISD.
6. Families will be notified regarding acceptance on Tuesday, April 16th.
7. Accepted interns and their families will attend a special selection ceremony on Tuesday, April 30th.

How to Submit Your Application and Family Portfolio

Option 1 – Submit your application and family portfolio **via email** to alexandra_needler@uhc.com.

Option 2 – **Deliver** your application and family portfolio to your campus Transition Teacher.

Austin High School – Rochelle R. Fowkes

rochelle.fowkes@fortbendisd.com

Clements High School – James Stahl

james.stahl@fortbendisd.com

Elkins High School – Debra Wingard

debra.wingard@fortbendisd.com

Kempner High School – Katherine Krueger

katherine.krueger@fortbendisd.com

Ridge Point High School – Amruta Kulkarni

amruta.kulkarni@fortbendisd.com

Willowridge High School – Marcus Ballard

marcus.ballard@fortbendisd.com

Bush High School – Stephanie Hodge

stephanie.hodge@fortbendisd.com

Dulles High School – Diana Azzouz

diana.azzouz@fortbendisd.com

Hightower High School – Judy Phillips

judy.phillips@fortbendisd.com

Marshall High School – Michelle Fulton

vertice.fulton@fortbendisd.com

Travis High School – Kathleen Murch

kathleen.murch@fortbendisd.com

Questions? Please contact Darin Quintero, Program Manager at Darin.Quintero@fortbendisd.com

