

# Project SEARCH Knoxville 2024 Adult Program Application

Breakthrough:

University of TN Medical Center

Sertoma:

East TN Children's Hospital

Candidate Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Day Service Provider

Agency (if applicable): \_\_\_\_\_

[www.projectsearch.us](http://www.projectsearch.us)



## Application Purpose & Guidelines

The purpose of this application packet is to outline the skill set of the Project SEARCH candidate. This application enables the Project SEARCH Knoxville programs and the host hospitals to properly assess each candidate's interests, skills, abilities and background. A parent, Independent Support Coordinator, direct support professional, job coach or employer may be contacted to gather additional information. Our goal is to select candidates who will be successful in a Project SEARCH program and reach the outcome of competitive employment.

### The Application Process includes the following guidelines:

1. All applicants are encouraged to attend Project SEARCH Information Night to meet the instructors and receive more details about the programs. Information Night is scheduled for: **Tuesday, September 12, 2023 from 5:30 p.m. to 7:00 p.m. at the American Jobs Center 2700 Middlebrook Pike Suite 100 Knoxville, TN 37921**
2. **Submit the completed application packet to the address on page 3 of this application packet by 5:00 p.m. on Friday, October 13, 2023.**
3. **All applicants MUST attend an interview and skills assessment to be scheduled either at one of the host hospitals or an alternate location.** Please dress business casual for the interview and be prepared to perform several different job tasks.
4. Project SEARCH staff will review the applications, and if selected, match the applicant's skill set and interests with the appropriate Project SEARCH site.
5. If selected, a Circle of Support meeting will be arranged to amend any plans and any associated funding.
6. **If selected, applicants MUST pass a criminal background check and drug screen before the first day of the program, February 12, 2024.** Applicants will also be required to update all immunizations including a flu shot and TB test. **Project SEARCH follows host hospital protocols with regard to COVID testing and vaccinations. Currently, proof of COVID vaccination (2 doses of Pfizer or Moderna or 1 dose of Johnson and Johnson) is required for participants in the Project SEARCH programs. COVID policies are subject to change based on COVID developments.**



**Project | SEARCH**  
**APPLICATION FOR ADMISSION**

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**Project SEARCH Application Packet Checklist**

**\*PLEASE NOTE\***

**ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT TOGETHER FOR APPLICATION TO BE CONSIDERED. IF YOU NEED ASSISTANCE COMPILING THIS INFORMATION, PLEASE CONTACT YOUR DIRECT SUPPORT STAFF OR CONSERVATOR.**

**Application Packets **MUST** include the following:**

- \_\_\_ Completed Application form.**
- \_\_\_ Current Color Photo (4x6 or Wallet Size);**
- \_\_\_ Copies of any support plans from support agencies such as DHS Vocational Rehabilitation Program (VR) Employment Plans, Department of Intellectual and Developmental Disabilities (DIDD) Individual Support Plans, or Employment and Community First (ECF) Choices Program Person Centered Support Plans (if applicable).**

**Return completed Packet to:**

**Stacy Spangler**  
**Disability Resource Coordinator**  
**Knoxville Career Center**  
**2700 Middlebrook Pike, Suite 100**  
**Knoxville, TN 37921**  
**Stacy.Spangler@cacwfc.org**

**A. APPLICANT PERSONAL INFORMATION:**

Name: \_\_\_\_\_  
                    Last                            First                            Middle

SS#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
                    Street                            (Apt./#)                            City                            Zip Code

Email Address: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_

**B. CONSERVATOR INFORMATION:**

Do you have a conservator appointed by a Tennessee court?                      Yes                      No

If yes, list name below. If no, list any family member or friend who may be assisting you in completing your application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
                    Street                            (Apt./#)                            City                            Zip Code

Email Address: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**C. APPLICANT/CONSERVATOR ACKNOWLEDGEMENT AND APPROVAL:**

Selection into the Project SEARCH Program is dependent upon program and host hospital review.

By signing below you agree to release all information on this application for the purpose of discussion during the program and host hospital review.

By signing below you also authorize Project SEARCH Knoxville to use your name, photograph and any video-taped activities for media presentations related to Project SEARCH activities.

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

**A three-month trial period will be required of all candidates who are accepted into the Project SEARCH program. The conservator and applicant agree to comply with this procedure.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Conservator Signature (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

**D. EDUCATION AND EMPLOYMENT INTERESTS:**

What year did you or will you graduate from School? What High School?

When you are hired for paid employment do you want to work full time or part time? Please check both if applicable: Full-time:  Part-time:

Which shift would you prefer working after completing Project SEARCH? Check all that apply:  
 Day shift  Evening shift  Night shift

List jobs you do or have done in school or in the community (if any). List most recent first:

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

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

Start Date:	Employer:		Paid Employment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Address		Phone 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:

**E. SERVICE AGENCIES:**

Do you have a Vocational Rehabilitation (VR) Counselor? If no, please contact Mark Rottero at the Vocational Rehabilitation Program ([mark.rottero@tn.gov](mailto:mark.rottero@tn.gov)) before submitting this application. Please inform him that you are submitting an application for Project SEARCH and need to apply for VR services. You will need to provide a Social Security number and sign a release form to facilitate providing case information to Project SEARCH.

If yes, please provide name and phone number

Name:

Phone Number:

\_\_\_\_\_

\_\_\_\_\_

Do you have an Independent Support Coordinator through the Department of Intellectual and Developmental Disabilities (DIDD) or DIDD Case Manager? If yes, please provide name and phone number:

Name:

Phone Number:

\_\_\_\_\_

\_\_\_\_\_

Do you have a Support Coordinator through the ECF Choices Program? If yes, please provide name and phone number:

**Name:**

**Phone Number:**

\_\_\_\_\_

\_\_\_\_\_

**Agency**

\_\_\_\_\_

**F. ACCOMMODATIONS:**

Do you have any challenges or limitations that would require accommodations? If yes, please explain.

\_\_\_\_\_

## G. ACKNOWLEDGEMENT OF PROJECT SEARCH EXPECTATIONS



### Project SEARCH Adult Program Expectations

- Meet eligibility requirements for Vocational Rehabilitation
- Have independent personal hygiene and grooming skills
- Have independent living skills
- Maintain appropriate behavior and social skills in the workplace. **Such behaviors as violence, aggression, physical harm, sexually inappropriate behaviors, theft and/or destruction of property are not allowed and will result in dismissal from the program**
- Take direction from supervisors and change behavior
- Be able to communicate effectively
- Have no more than one “*unexcused*” absence per 10 week round (an “excused” absence would include medical appointments, with a doctor's note, or family crises such as death or medical emergency)
- Participate in travel training to insure success in using the bus independently and utilize public transportation *when available*
- Pass drug screen and felony check and have up to date immunizations
- Have the desire and plan to work competitively in the community at the conclusion of the Project SEARCH program

I acknowledge the expectations above

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Applicant

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Conservator (*if applicable*)



**H. TRANSPORTATION:**

How do you plan to get to Project SEARCH?

Self  Public Transportation  Family  Agency

**I. PREPARER:**

**If this application has been completed by someone other than the applicant, please provide the following information and sign:**

Name (Please Print)	Title	Phone Number	Date
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Signature