



Holloman Air Force Base

Project SEARCH

Intern Application

2022-2023

*Applicants must attend Skills Assessment/Interview Day on
Wednesday April 13, 2022*

Purpose

The purpose of this application packet is to outline the skill set of the Project SEARCH Intern Candidate. This application enables the Selection Committee, consisting of Representatives from NM Dept. of Health-Developmental Disabilities Supports Division (DDSD), NM Division of Vocational Rehabilitation (DVR), Alamogordo Public School District (APS), Tularosa Municipal School District (TMS), Holloman Air Force Base (HAFB), NM Commission for the Blind, Otero County Advocates for DD (OCADD), UNM CDD- Partners for Employment (PFE) and Zia Therapy Center to properly assess each Intern Candidate's skills, abilities and background. A parent, Intern Candidate, counselor, school staff, or employer may be contacted by the Selection Committee to gather additional information. Our final goal is to select Intern Candidates who will be successful in a Project SEARCH program and reach the outcome of **competitive, integrated employment**.

If you would like additional assistance with filling out this application please contact Otero County Advocates for DD (OCADD) at oterocountyadvocatesfordd@gmail.com

Submit all applications to APS Director of Special Education, Steven Starkovich at steven.starkovich@alamogordoschools.org or drop off or mail to 1200 North Florida Building C, Alamogordo, NM 88310

Selection Process

1. Completing this application does not guarantee placement.
2. Electronic signatures will be accepted.
3. The candidate must be eligible for services with the NM Division of Vocational Rehabilitation (DVR) or services with the NM Commission for the Blind.
4. The Selection Committee will only accept fully completed applications. Any incomplete application will be disregarded and the Intern Candidate will not be accepted.
5. If accepted, an IEP will be developed with the IEP team for the 2022-2023 school year.
6. If accepted, Intern Candidate must be able to pass a criminal background check and drug screen.

Key Dates & Deadlines

Spring 2022

?-Application deadline

? -Skills Assessment and Interview Day

?-Candidates Notified of Acceptance or Denial to Program

?-Employment Planning Meetings

Fall 2021

August 2022-Intern orientation and program start

Project SEARCH Application for Alamogordo Public Schools at Holloman Air Force Base

PERSONAL DATA

Name: Last First Middle
Address: Street City Zip
Home Phone: Cell Phone: Email:

School Currently Attending:

Date of Birth: Choose one (optional) Male Female Prefer not to disclose

Parent/Guardian Name: Parent/Guardian email:

Address: Street City Zip

Parent/Guardian Home Phone: Parent/Guardian Cell Phone:
 Parent/Guardian Name: Parent/Guardian email:
 Address: Street City
 Zip

Parent/Guardian Home Phone: Parent/Guardian Cell Phone:

Parent/Intern Candidate Information

1. Universal Release: The student's educational/employment records concerning my son/daughter will be transferred from his or her school to Project SEARCH Partners (APS, TMS, HAFB, DVR, DDSD, NM Commission for the Blind, Zia Therapy Center, OCADD, and PFE).
2. Equal Opportunity: Project SEARCH placement will be made without regard to race, color, age, sex, national origin, cultural or economic background, housing circumstances is entitled to equal opportunity for educational development.

Intern Signature **X** Date

Parent/Guardian Signature **X** Date

Future Employment Preferences and Background

What is your career of interest?

How do you want to be employed in the community upon the completion of Project SEARCH?

Full-time Part-time

List jobs you do or have done in the school or in the community (paid or volunteer):

Employer #1: Contact Number:

Supervisor's Name: Paid Unpaid

Job Duties:

1.
2.
3.
4.

Employer #2: Contact Number:

Supervisor's Name: Paid Unpaid

-
-
3.
4.

Please check areas below in which you may have limitations: *Parent or school staff may assist you in completing this section.*

- | | |
|---|--------------------------|
| <input type="checkbox"/> Mobility | <input type="checkbox"/> |
| <input type="checkbox"/> Attending to tasks | <input type="checkbox"/> |
| <input type="checkbox"/> Hyperactivity | <input type="checkbox"/> |
| <input type="checkbox"/> Harming self or others | <input type="checkbox"/> |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> |
| <input type="checkbox"/> Self-care | <input type="checkbox"/> |
| <input type="checkbox"/> Taking medication | <input type="checkbox"/> |

Self-direction

Personal needs on the job

Other (Please note):

Work stamina (standing, stairs, lifting)

Hygiene and grooming

Student Response Question

Why do you want to participate in Project SEARCH? (Complete in your own words and/or person assisting will write the responses in the student's own words)

References

List three references.

Personal Reference

Name Relationship to Student
Phone Number Email Address

School Reference

Name Title
Phone Number Email Address

Other Reference

Name Title
Phone Number Email Address

Assistance

The person assisting the student to complete this application is:

Name	<input type="text"/>	Title	<input type="text"/>
Organization	<input type="text"/>		
Phone Number	<input type="text"/>	Email Address	<input type="text"/>
Signature X	<input type="text"/>	Date	<input type="text"/>

Final acceptance is contingent upon the completion of the following during summer 2022:

_____ Shot/Immunization Record (TB, Measles, Mumps, Rubella, Chicken Pox, Hepatitis B, Influenza)

_____ Background/Criminal Check

_____ Drug Screen

Project SEARCH Intern Contract

****The student will be asked to sign this upon acceptance into the program at the IEP meeting.***

Read the student contract below and sign and date.

I, , understand that if I am accepted into the Project SEARCH program and must abide by the following terms and conditions:

- I will complete at least three unpaid job internships at Holloman Air Force Base.
- I will attend the program every day from **8:30 am- 3:00 pm** (subject to change), Monday through Friday.
- I will dress appropriately and wear required attire.
- I will call my instructor and departmental supervisors when I am absent or tardy.
- I will make up any assignments missed due to excused absences.
- I will follow all the rules established by the program at Holloman Air Force Base.
- I will attend regularly scheduled meetings with my rehabilitation counselor, parents, teachers, and business staff.
- I will be an active participant and communicate any issues at our monthly meetings.
- I will actively pursue employment.
- I understand that while completing my internship at Holloman Air Force Base, it is expected that I will submit an up-to-date vaccination record or medical exemption and completed physical exam to Holloman Air Force Base.

I have read the above terms and conditions and agree to accept my placement in the Project SEARCH program. I understand that I may be asked to leave Project SEARCH if I fail to follow the terms and conditions.

Intern Signature **X**

Date



Alamogordo Public Schools (APS)/Holloman Air Force Base (HAFB) Project SEARCH Intern Code of Conduct

This program utilizes the Positive Behavior Intervention and Support (PBIS) model. It is interrelated to this code of conduct and existing discipline systems. Focusing on how to stop problem behavior, PBIS creates an environment that teaches and nurtures positive behavior. PBIS also supports the Dignity for All Students Act.

The APS/HAFB Project SEARCH PBIS program is a system of support that utilizes proactive strategies for defining, teaching, and supporting appropriate student behaviors to improve community wellbeing and to create a safe and supportive work environment. PBIS complements the Alamogordo Public Schools' and Holloman Air Force Base' mission and strategic objectives.

Host Business Core Values: Holloman Air Force Base

Integrity First: Willingness to do what is right even when no one is looking.

Service Before Self: Taking the time and making the effort to properly plan and execute actions regardless of the personal costs.

Excellence in All We Do: Performing exceptionally and continually searching for new and innovative ways to accomplish the miss

Purpose of PBIS in APS/HAFB Project SEARCH

1. Promote a positive and caring environment where interns learn, practice and receive feedback from Project SEARCH staff regarding the expectations of the host business and its member school districts.
2. Intervene with interns who experience behavioral difficulties by accessing data reasons for behavior and planning for behavioral change.

PBIS Strategic Objectives

Each Intern will:

- Demonstrate an understanding of Project SEARCH, Alamogordo Public Schools, and Holloman Air Force Base behavior expectations.
- Contribute positively to the community.
- Have frequent opportunities to be recognized for positive behavior.
- Recognize that he/she is a valued member of the host business and community.



Alamogordo Public Schools (APS)/Holloman Air Force Base (HAFB) Project SEARCH Intern Code of Conduct

Three rules governing intern behaviors:

- Interns will be:
 - **Safe**
 - **Respectful**
 - **Responsible**

An intern code of conduct is intended to teach interns that there are consequences for violating behavior norms as participants in the APS/HAFB Project SEARCH. An intern code of conduct, among other things, publishes a list of unacceptable student behaviors that interfere with the work environment and the successful operation of the host-business. A corresponding and progressive list of possible consequences is defined within a student code of conduct with the intent to promote a safe learning and working environment.

A natural consequence for continual inappropriate behavior can lead to the dismissal from the program.

ALAMOGORDO PUBLIC SCHOOLS, by reference in these procedures, and through staff development (as appropriate), shall provide training and disseminate information to appropriate personnel regarding research-based positive behavioral interventions and supports, and other strategies, including information available through the National Technical Assistance Center on Positive Behavioral Interventions and Supports (PBIS).

3-Tier Discipline System

APS/HAFB Project SEARCH utilizes a 3-Tier Discipline system. This system is used to determine the severity of the intern behavior and to align the behavior to consequences. An intern faces immediate dismissal from the program without regard to whether the behavior is determined to be a manifestation of the child’s disability if the intern—

1) Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of an SEA or an LEA to include APS/HAFB Project SEARCH internship departments, base property and classrooms;

(2) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of an SEA or an LEA to include APS/HAFB Project SEARCH internship departments, base property and classrooms;or



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Project SEARCH 3-Tier Discipline Model

TIER 1 – Minor Behavior <i>Handled by Project Search Instructor or Skills Trainer</i>	TIER 2 – Medium Behavior <i>Referral/Stay in Classroom for Behavior Lessons-Parent Notification Required</i>	TIER 3 – Major Behavior <i>Referral/Contact Office</i>
<p>These behaviors include any that interfere with the learning or workplace processes. These are behaviors that are to be handled within program by the Project Search Instructor or Skills Trainers.</p>	<p>Intern will miss work to complete behavior supports. Communication required between family and Instructor. Behaviors are serious, but do not require immediate administrative involvement.</p>	<p>A student creating a hostile environment for any member of the classroom or community. A referral must be written and the intern must be seen by an APS administrator.</p>
<ul style="list-style-type: none"> • Repeatedly breaking classroom or workplace rules, procedures, or routines • Repetitive disruptive actions • Not staying in seat • Excessive talking • Improper, non-academic use or possession of electronics • Failure to return essential paperwork after reasonable chances/reminders • Conversational profanity • Disrespectful words/actions • Violation of dress code • Throwing objects (items not an extreme safety hazard) • Horseplay • Disrupting host-business drills or processes • Inappropriate use of personal items from home (toys, skateboards, scooters, laser pointers, makeup, etc) • 	<ul style="list-style-type: none"> • Defiant or disrespectful behavior • Obscene language, materials, gestures, or behavior • Attendance issues/ditching (on or off site) • Inappropriate public affection • Bullying (verbal, emotional, or physical) • Excessive horseplay • Throwing objects (rocks, sharp items, etc that are an extreme safety hazard) • Deceitful behavior (cheating, forgery, plagiarism, lying, etc) • Unauthorized selling, distribution, or buying of materials or information 	<ul style="list-style-type: none"> • Profanity directed toward teacher or staff member • Stealing • Overt defiance, explosive behavior, and/or refusal to comply that disrupts the learning of others • Fighting/battery • Extreme physical threat • Weapon suspicion/possession • Possession, use, being under the influence, sale/distribution of a controlled substance (includes look-alikes, tobacco, and e-cigarettes) • Repeated sexual or racial harassment • Bullying/intimidation • Arson or bomb threats (includes false alarms) • Vandalism and/or destruction of property • Gang-related activities • Possession or distribution of pornographic materials • Threats of violence toward individuals or the school/program.
<p>1st Offense – Warning 2nd Offense – Classroom Lesson 3rd Offense – Lunch detention and Lessons 4th Offense – APS Office Referral</p>	<p>After office referral is submitted by Instructor, administration will determine appropriate consequence. Consequences may include lunch detention, after school detention, or suspension.</p>	<p>Immediate office referral. Administration will determine appropriate consequence; these may include after school detention, suspension (on or off campus), district hearing, or expulsion.</p>

Instructors are encouraged to maintain discipline in their individual classrooms. Communication between the Instructor, parent, and administration is essential.

The above lists are not comprehensive; some misbehaviors or situations may not be explicitly listed. Every effort is made by Project Search staff to be firm, fair, and consistent when implementing the APS discipline policies.



**Alamogordo Public Schools (APS)/Holloman Air Force Base (HAFB)
Project SEARCH
Intern Code of Conduct**

(3) Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of an SEA or an LEA to include APS/HAFB Project SEARCH internship departments, base property and classrooms;

By signing below, I am acknowledging that I have read and understand the APS/HAFB Project SEARCH joint Code of Conduct.

Intern Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

For School Personnel Only

_____ Completed Application Packet (Student/Family completes and submits)

_____ High School Transcript (school may submit on behalf of intern)

_____ Attendance Record (school may submit on behalf of intern)

_____ Current IEP (school may submit on behalf of intern)

_____ Most Recent Evaluation Team Report (school may submit on behalf of intern)