Project SEARCH University of Aberdeen

Intern Application

2017 - 2018

Name: ____________________________

School/College/Organisation: ____________________________

Equal Opportunity: Selection will be made without regard to race, colour, national origin, sex, age, religion or presence of a disability.

Please note, all questions and sections are mandatory.

OPEN DAY WEDNESDAY 1ST FEBRUARY 2017

DEADLINE FOR APPLICATIONS IS FRIDAY 17TH MARCH 2017

INTERVIEW DATE IS FRIDAY 21ST APRIL 2017

START DATE OF PROGRAMME IS THE END OF AUGUST/BEGINNING OF SEPTEMBER 2017

Please email completed application forms to:

projectsearchuoa@gmail.com

or by post to:

Project SEARCH Classroom
King’s Pavilion
University of Aberdeen
AB24 3FX

Any queries can be answered by email to Catriona.mccarle@inspiremail.org.uk or by phone on 07831 373530

FOR OFFICIAL USE ONLY: ☐ Aberdeen City ☐ Aberdeenshire
Candidate Information

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td>Postcode</td>
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<td>Date of Birth</td>
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<td>NI Number</td>
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<td>How did you hear about Project SEARCH?</td>
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**Education:**

<table>
<thead>
<tr>
<th>Name of School/College</th>
<th>Qualifications (both gained and pending)</th>
<th>Year Achieved/Expected</th>
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If you have attended North East Scotland College, please provide your student number and name of your Tutor here:
Eligibility criteria for Project SEARCH:

To be eligible for a place on Project SEARCH, you need to be able to demonstrate the following criteria. Please tick the boxes to confirm you meet each of the following:

☐ A desire to work with the aim of open employment  
☐ Basic communication skills (verbal or supported by technology)  
☐ Ability to take direction and follow instructions  
☐ Willing to work with others  
☐ Basic IT skills  
☐ Good timekeeping  
☐ Willingness to try a range of different work environments  
☐ Minimum of 16 years old, maximum of 25 years old  
☐ Independent personal care  
☐ A willingness to travel independently and undertake travel training if necessary  
☐ If you live in Aberdeenshire, be involved with the Aberdeenshire Council Employment Service

Please give an example of how you meet each of the criteria in the table below:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Example</th>
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<tbody>
<tr>
<td>Working with others</td>
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<td>Speaking to other people (verbally or with assistive technology)</td>
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<tr>
<td>Computer skills</td>
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<tr>
<td>Timekeeping (e.g. can you tell the time?)</td>
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<td>Independent travel (e.g. can you take the bus by yourself?)</td>
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</table>
We have an ever growing number of internships as detailed below. Please mark each area in which you would be willing to work:

☐ Maintenance
☐ Grounds keeping or gardening
☐ Library Assistant
☐ Café/Catering Assistant
☐ Janitorial Services
☐ Administration
☐ Information Technology
☐ Nursery Assistant
☐ Willing to work in any/all of the above

Please note, all internships are subject to change and we are constantly developing new areas of work.

Please write any other areas that you are interested in here:
**Questions:** (If you require additional space to answer these questions, please attach as many sheets as required)

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Please explain why you would like to become a Project SEARCH Intern.</td>
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<td>What do you hope to gain from being a Project SEARCH Intern?</td>
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<td>What are you really good at? What are your key skills?</td>
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<td>At the end of Project SEARCH, will you be seeking part-time or full-time work?</td>
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<td>If part time, please tell us how many days/hours per week you wish to work.</td>
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<td>Who will support you during your time at Project SEARCH?</td>
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<td>Do you have any difficulties that may affect your ability to do certain tasks, in employment, or managing your home and social life? (For example, struggle with change, issues with communication or difficulties working around other people)</td>
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## Work Experience (paid, unpaid or voluntary):

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<tr>
<th>Organisation and Job Title</th>
<th>Job Duties/Tasks (please list)</th>
<th>Dates and Hours</th>
<th>Reason for Leaving</th>
<th>Paid or Unpaid</th>
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<td>Hrs/wk</td>
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**Transportation:**

Can you travel independently?  
Yes ☐  No ☐

If No, would you be willing to receive travel training prior to starting Project SEARCH in order to travel independently?  
Yes ☐  No ☐

Do you have a concession card (bus pass) for travel?  
Yes ☐  No ☐

How do you plan to travel to Project SEARCH?  
☐ Walk  ☐ Bus  ☐ Train  ☐ Taxi  ☐ Drive yourself  ☐ Parents  ☐ Other

**Service Agencies:**

Do you have an Employment Support Worker?  
Yes ☐  No ☐

If Yes, please provide the following:

Name:  
Telephone:  
Email:

Do you have a Care Manager or Social Worker?  
Yes ☐  No ☐

If Yes, please provide the following:

Name:  
Telephone:  
Email:

Are you in receipt of any benefits?  
Yes ☐  No ☐

If Yes, please provide details:

**Medical History:**

Please disclose any behavioural, health or medical conditions that we need to be made aware of, or that may impact upon an internship rotation or employment.

Please provide details of any medication that you take:
**Parent Information**

Please ask your parent/s, guardian/s or carer/s to complete this section:

**Below we have stated some of the commitments we expect from the interns.**

Please sign below to indicate your support for the applicant.

<table>
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<th>Name</th>
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<td>Relationship to applicant</td>
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Please describe any difficulties that may affect the applicant’s ability to do certain tasks, in employment, or managing home and social life? (For example, struggle with change, issues with communication or difficulties working around others.)

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I understand that students accepted for internship will require support and encouragement in order to:

- Arrive at work on time
- Have a good attendance record
- Telephone if they are unable to attend (with good reason)
- Wear the uniform provided for work
- Adopt a positive and willing approach to work
- Seek paid work as a goal
- This should be the last year of education before entering the workforce

Signature _______________________________ Date ___________
Candidate Declaration

Please provide two references (they cannot be relatives or friends) who will be able to talk about your suitability for the programme.

Reference 1:
Name:
Address:
How they are known to you:
Email:
Telephone:

Reference 2:
Name:
Address:
How they are known to you:
Email:
Telephone:

☐ Please check here if you have received support to complete your application

Please sign here to indicate all information is true to the best of your knowledge.

Print name:
Signed:
Date:

PLEASE USE ADDITIONAL PAPER IF YOU WISH TO PROVIDE FURTHER INFORMATION RELEVANT TO YOUR APPLICATION.
Equal Opportunities

Gender:  ☐ Male  ☐ Female

Relationship Status:
☐ Co-habiting   ☐ Married or Civil Partnership   ☐ Separated or Divorced
☐ Single       ☐ Widowed            ☐ Prefer not to say

Religion or Belief:
☐ Buddhist    ☐ Christian           ☐ Roman Catholic    ☐ Other Christian
☐ Hindu       ☐ Jewish             ☐ Muslim           ☐ Sikh
☐ No Religion/Belief   ☐ Prefer not to say               ☐ Other Religion or Belief

 Ethnic Origin:
☐ Scottish       ☐ Any other background
☐ English        ☐ Gypsy/Traveller
☐ Welsh          ☐ Polish
☐ Northern Irish ☐ Arab
☐ British        ☐ Information Refused
☐ Irish          ☐ Pakistani, Pakistani Scottish, Pakistani British
☐ Other White background ☐ Indian, Indian Scottish, Indian British
☐ Any Mixed background ☐ Chinese, Chinese Scottish, Chinese British
☐ Other Asian background ☐ Africa, African Scottish, African British
☐ Other Black background ☐ Caribbean, Caribbean Scottish, Caribbean British
☐ Bangladeshi, Bangladeshi Scottish, Bangladeshi British

Please tell us how you first found out about Project SEARCH:
☐ Project SEARCH Website   ☐ Inspire/Café Coast   ☐ North East Scotland College
☐ Me Too! Magazine        ☐ Leaflet/Poster       ☐ Skills Development Scotland
☐ Friend/Relative         ☐ Aberdeenshire Employment Service
☐ Social Media            ☐ Other (please specify)
Reference Information

Reference in support of …………………………………………’s application to become a Project SEARCH Intern in September 2016.

With your knowledge of Project SEARCH, please give details of the applicant’s suitability for the programme.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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</thead>
<tbody>
<tr>
<td>Is the applicant honest, trustworthy, reliable and responsible?</td>
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<tr>
<td>Does the applicant follow instructions and respond well to feedback?</td>
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<tr>
<td>Please describe the applicant’s literacy and numeracy abilities.</td>
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<tr>
<td>Please comment on the applicant’s ability to sustain attendance Monday to Friday from 9am to 4pm.</td>
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<tr>
<td>What support is needed in place for this young person to be successful?</td>
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<td>What are the applicant’s current barriers to employment?</td>
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<td>Please give details of any behaviour that may have an impact in a working environment.</td>
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<tr>
<td>Please provide details regarding the applicant’s personal and social skills.</td>
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<td>Please give details regarding the applicant’s communication skills.</td>
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<tr>
<td>Please describe the applicant’s commitment to learning and their work ethic.</td>
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<tr>
<td>Any other relevant information</td>
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</tbody>
</table>

Name: ___________________________  Signature: ___________________________  Date: ___________________________