



**Hilton Garden Inn  
Project-SEARCH  
Student Intern Application  
2023-2024**

## Welcome to the Project SEARCH Application Packet for 2023-2024 School Year

Dear Applicant,

Thank you for your interest in Project SEARCH. As part of Gallup McKinley County Schools Services for Exceptional Students, Project SEARCH prepares young people with significant disabilities for success in integrated, competitive employment. We are located at the Gallup Hilton Garden Inn, and in 2023-2024, we will be in our 8<sup>th</sup> year of operating Project SEARCH.

There are many benefits in participating in this one-year program. A great deal of growth occurs when students gain their transferable skills through real-world internship rotations, and our students have a high success rate of employment beyond their Project SEARCH experience. One of the most common observations we've heard from previous families is how transformative the experience is for each of the students. If you would like to learn more about Project SEARCH, check out this GMCS Project SEARCH video:

<https://www.youtube.com/watch?v=gOTxr4i892M>

Some of our students come to us straight from high school and some come after gaining more life experience. We recognize that students may not be eligible the first time they apply but quite possibly the 2<sup>nd</sup>, so we encourage you to consider this through your transition years in high school. We look forward to reading your application!

Respectfully,

David Palenschat, Instructor  
870-9154  
[dpalensc@gmcs.org](mailto:dpalensc@gmcs.org)

### **Application Purpose and Guidelines**

The purpose of this application process is to determine the skill set and work readiness of the Project SEARCH intern applicant as well as ensure the intern has or will have the supports needed to transition to competitive employment. This application helps the Selection Committee\* to assess each applicant's skills, work readiness, employment experience and supports needed. The applicant, or someone who knows the applicant well (parent, transition specialist, teacher, employer), may be contacted by a member of the Selection Committee to gather additional information. Our goal is to select interns who will be successful in the Project SEARCH program and reach the outcome of competitive employment.

---

\*The Selection Committee includes representatives from the primary partners: Hilton Garden Inn, Gallup McKinley County Schools, New Mexico Department of Health (NM-DOH) Developmental Disabilities Supports Division (DDSD), New Mexico Division of Vocational and Rehabilitation (NM-DVR), Navajo Nation Office of Special Education and Rehabilitation Services (NNOSERS), and the University of New Mexico Center for Development and Disability (UNM-CDD), San Juan Center for Independence (SJCI)

## Steps to Applying

1. All intern applicants are **strongly encouraged** to visit Project SEARCH at the Hilton Garden Inn if you haven't done so already (please contact Mr. Palenschat to schedule in advance).
2. Unless you know the name of your DVR counselor and can write it in the space provided on page 7 of the application, then submit a DVR referral form to Division of Vocational Rehabilitation (DVR) **no later than March 17<sup>th</sup>, 2023** by using the following link:

<https://referral.dvr.nm.gov/Referral/RetrievePersonalInfo>

3. If you have a CIB card, you will also need to apply for services at Navajo Nation OSERS. That application form is attached.
4. Lastly, if you haven't already done so, you will need to complete a referral form for the DD Waiver. That referral form is also attached.
5. Mail or hand deliver the completed Project SEARCH application, NN OSERS application (if applicable), and DD Waiver referral form (if applicable), **no later than 3:00pm on Friday, March 17<sup>th</sup>, 2023** to:

Hilton Garden Inn  
Attn: David Palenschat  
1530 W. Maloney Ave.  
Gallup, NM 87301

Call David Palenschat at 505-870-9154 for any questions on how to deliver the application.

---

The application process is divided into two major parts:

- A. The completion and delivery of the application and attached documents by **March 17<sup>th</sup>, 2023**.
- B. A skills assessment and individual interview to be scheduled if eligible. *Please see the last page of this application packet for important dates.*

Completing this application does not guarantee placement. The Selection Committee will review all applications, skills assessments, interview results, and supporting documents. After each applicant has participated in the application process, the Selection Committee will determine who has been accepted in the program. Letters of acceptance or alternative recommendation will be emailed with follow up phone calls. If accepted, the Project SEARCH intern will be expected to sign the Project SEARCH intern contract, which is included on page 8 for your reference only.

*Please see the last page of this application packet for important dates.*

## Project SEARCH Criteria

### Intern applicant must:

- Have graduated on an alternate diploma option OR completed all high school graduation requirements, be in your 12<sup>th</sup> grade/senior year during the 2023-24 school year and be on the career or ability graduation diploma pathway.
- Be 18-21 years of age on the first day of school for the 23-24 school year.
- Be eligible to work in the United States
- Be determined eligible for services with New Mexico DVR and have applied for the New Mexico DD Waiver.
- Have a career or work goal to obtain competitive employment.
- Have reliable transportation to and from work site and/or be willing to be trained to use public transportation within Gallup.
- Exhibit appropriate behavior, dress, and social skills while working at the business site.
- Agree that at the completion of the Project SEARCH program, they will exit high school and secure integrated employment of at least 16 hours per week.
- Be willing to work with an Employment Provider to secure and maintain a job in an integrated setting.
- Be willing to sign the Project SEARCH Intern Contract, included on page 8 for your reference.

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supporting Adult Printed Name

\_\_\_\_\_  
Supporting Adult Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supporting Adult Printed Name

\_\_\_\_\_  
Supporting Adult Signature

\_\_\_\_\_  
Date

## APPLICATION FOR ADMISSION

### Applicant Information

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

Applicant email: \_\_\_\_\_

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

Best Contact Phone Number: (cell) \_\_\_\_\_ (home) \_\_\_\_\_

Student School ID #: \_\_\_\_\_ Current School/Program attending \_\_\_\_\_

Current Teacher: (Name) \_\_\_\_\_ (email) \_\_\_\_\_ (phone) \_\_\_\_\_

Current Social Worker: (Name) \_\_\_\_\_ (email) \_\_\_\_\_ (phone) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age you will be on August 9<sup>th</sup> of the 2023-2024 school year: \_\_\_\_\_

SS#: \_\_\_\_\_ State ID#: \_\_\_\_\_ State: \_\_\_\_\_

### Parent/Guardian/Supporting Adult Information #1

Parent/Guardian/Supporting Adult Name: \_\_\_\_\_

Parent/Guardian/Supporting Adult email: \_\_\_\_\_

Parent/Guardian/Supporting Adult Address: \_\_\_\_\_  
Street City Zip

Best Contact Phone Numbers: \_\_\_\_\_

### Parent/Guardian/Supporting Adult Information #2

Parent/Guardian/Supporting Adult Name: \_\_\_\_\_

Parent/Guardian/Supporting Adult email: \_\_\_\_\_

Parent/Guardian/Supporting Adult Address \_\_\_\_\_  
Street City Zip

Best Contact Phone Numbers: \_\_\_\_\_

## QUESTIONS FOR APPLICANT

Complete this section in your own words. Assistance is only permitted with writing the answers from a parent/guardian or teacher.

1. Why do YOU want to work? \_\_\_\_\_  
\_\_\_\_\_
2. Why do you want to participate in Project SEARCH? What do you hope to achieve? \_\_\_\_\_  
\_\_\_\_\_
3. What kind of work/job would you like to get paid doing? \_\_\_\_\_  
\_\_\_\_\_
4. What skills do you feel you need to be a competitive employee? \_\_\_\_\_  
\_\_\_\_\_

### Check the answers below that best describe you:

- I will be at least 18 on the first day of school for 2023-2024 school year.
- I missed more than 10 days of school last year, excused or unexcused.
- I missed less than 10 days of school this year, excused or unexcused
- I have had some experience as a volunteer, intern, or worker.
- I have had no experience at any other job except for working with my family.
- I can follow verbal directions without supports.
- I can follow verbal directions with supports.
- I need supports in self-care and independent living skills to get job ready.
- I am independent in my daily living skills including dressing, meal preparation, and taking medication.
- I display appropriate behavior and social skills at school and work settings.
- I need supports to maintain appropriate behavior and social skills in a school or job setting.
- I may be difficult to understand when I communicate.
- I can communicate with or without the assistance of devices.
- I am committed to working after Project SEARCH is completed.
- My family is committed to helping me maintain a job after Project SEARCH is completed.
- I will need help and supports to maintain a job after Project SEARCH is completed.

**Notes: Please write any notes that you think could help explain any of the boxes that you checked.**

---

---

---

## Disability Information and Service Agencies

What is your disability? \_\_\_\_\_

Do you receive an SSDI (Social Security Disability Insurance) check each month? **YES** or **NO**

Do you receive an SSI (Social Security Income) check each month? **YES** or **NO**

Do you have a Division of Vocational Rehabilitation (DVR) Counselor? **YES** or **NO**

If yes, what is your DVR counselor's name? \_\_\_\_\_

If you have a CIB card, are you enrolled with Navajo Nation OSERS? **YES** or **NO**

CIB#: \_\_\_\_\_ Tribal Affiliation: \_\_\_\_\_ Chapter: \_\_\_\_\_

If yes, what is your NN OSERS counselor's name? \_\_\_\_\_

Are you on the central registry for the DD waiver? **YES** or **NO** or **Don't Know**

Are you already allocated for the DD waiver? **YES** or **NO** or **Don't Know**

## Health Information

Medications: \_\_\_\_\_

\_\_\_\_\_

List all health or medical issues that may impact your participation or job placement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Transportation

1. How do you plan to travel to and from Project SEARCH?

Public Transportation  Family member will transport  I will drive myself  I Don't Know

2. How do you plan to travel to and from work when you are employed?

Public Transportation  Family member will transport  I will drive myself  I Don't Know

3. Will you need training on how to use Public Transportation? **YES** or **NO**

4. Please Describe any barriers you have in arranging transportation to attend Project SEARCH? \_\_\_\_\_

\_\_\_\_\_

## PROJECT SEARCH INTERN CONTRACT

**\*The intern and his/her parent, guardian or supporting adult will be asked to sign this upon acceptance into the program. Provided for your reference only.**

I, \_\_\_\_\_, understand that if I am accepted into the Project SEARCH program and must agree to the following:

- I will complete three skills-building rotations as part of Project SEARCH
- I will attend the program every day from 8:00am – 3:00pm, Monday through Thursday and 8:00a.m. – 1:00pm on Fridays.
- I understand that the Project SEARCH program correlates with Gallup McKinley County Schools calendar.
- I will dress appropriately for Hilton Garden Inn, including good personal grooming, a Project SEARCH polo shirt, black cargo work pants, apron, and non-slip shoes.
- I will notify the Instructor or other on-site staff when I am absent or tardy.
- I understand that I am responsible for transportation throughout the school year.
- I will learn to use public transportation for use during or after Project SEARCH.
- I will follow all the rules established by Project SEARCH and Hilton Garden Inn.
- I will attend ALL scheduled meetings with my rehabilitation counselor, job developer, parents, teachers, and business staff.
- I will attend and actively participate in ALL Employment Plan and Progress Meetings.
- I will work with Project SEARCH partners and staff to find a job and successfully maintain a job.

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:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian/Supporting Adult#1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian/Supporting Adult#2 Signature

\_\_\_\_\_  
Date



## Important Dates for 2023-2024 Potential Project SEARCH Interns

- By Friday, March 17<sup>th</sup>, 2023 –Potential Applicants must turn in their Project SEARCH application, referral to DVR on the DVR link found on page 3, submitted a referral to NN OSERS (if he/she has a Certificate of Indian Blood), and a referral form for the DD waiver if not already on file.
- Assessment Day, March 23<sup>rd</sup>, 2023 - Potential interns will be notified with appointment times for their individual assessments and interviews.
- Intern Notification of Acceptance, Friday, March 24<sup>th</sup> – Interns & Families will be notified of their acceptance to the Project SEARCH for the 2023-2024 School Year.

Once Officially accepted to the program Interns will need to complete an on-line school enrollment packet for Gallup Central High and complete any outstanding applications with NM-DVR and/or NN-OSERS.

Further Questions, contact: David Palenschat, GMCS Project SEARCH Instructor  
505-870-9154  
[dpalensc@gmcs.org](mailto:dpalensc@gmcs.org)

---

For Office Use Only

- \_\_\_\_ Completed Application
- \_\_\_\_ Clear Contact Information
- \_\_\_\_ Copy of State ID or Driver's License attached
- \_\_\_\_ Copy of SS Card Attached
- \_\_\_\_ Copy of CIB Attached
- \_\_\_\_ All forms signed by participant and supporting adult
- \_\_\_\_ DVR referral complete
- \_\_\_\_ NN OSERS referral complete (if applicable)
- \_\_\_\_ DD Waiver referral complete (if applicable)