

<b>Application Timeline</b>	<b>2016</b>	2017/2018 Applications Available Adress VR Eligibility for Potential Applicants Information Session 1 ★ <i>For details and to RSVP for a session, call 520-626-0442</i>	Tuesday, October 18 October – March 2017 Wednesday, November 16 (6:00pm)
	<b>2017</b>	Information Session 2 ★ Applications Due Applicant Interviews Notice of Selection Intern Contract Due (Acceptance Offer) Mandatory Incoming Intern Meeting † <i>Details will accompany selection notification</i> Intern Kick-off Event <i>(date subject to change)</i> Program Start Date	Wednesday, January 11 (6:00pm) Friday, February 3 February 21 - 24 Friday, March 10 Friday, March 17 Wednesday, April 19 (6:00pm) Tuesday, August 1(6:00pm) Wednesday, August 9

Contact Bethany Albert to schedule a site tour (623-261-8204 or [Bethany.Albert@west-mec.org](mailto:Bethany.Albert@west-mec.org)).

**ONLINE APPLICATION and SUBMISSION | AVAILABLE on October 18, 2016**

Program application forms (intern application, school personnel questionnaire, and parent/guardian/support person questionnaire) are accessed and submitted online. To receive these materials, applicants must submit a request via e-mail to [ucedd@email.arizona.edu](mailto:ucedd@email.arizona.edu). The e-mail message should follow the template below:

To...	<input type="text" value="ucedd@email.arizona.edu"/>
Subject:	<input type="text" value="PS Application - Core-Mark ADC"/>

*[body of e-mail]*

- applicant:*  
first and last name  
e-mail address  
preferred phone number
- parent/support person:*  
first and last name  
e-mail address  
preferred phone number
- school personnel/community reference:*  
first and last name  
e-mail address  
preferred phone number



Upon receipt of e-mail request, an e-mail message with a unique link to the appropriate form will be sent to the applicant, parent/support person, and school personnel/community reference.

**PLEASE NOTE:** The sender e-mail address is [redcap@email.arizona.edu](mailto:redcap@email.arizona.edu). If you don't receive a response within 24 hours of submitting your request on or after October 18, 2016, please check your SPAM or JUNK E-MAIL inboxes.

**E-mail Address Requirement:** Applicants and those contributing questionnaires on behalf of an applicant must have an e-mail address. E-mail accounts can be established free-of-charge through e-mail service providers such as *gmail*, *yahoo*, and *outlook*. In addition to application components, all program communications will be conducted through e-mail.

# APPLICATION GUIDE — *continued*

## 2017/2018 **Core-Mark ADC** (YA)



### Completed Application Packet

#### Online Application Components

- Intern Application
  - Parent/Guardian/Support Person Questionnaire
  - School Personnel/Community Reference Questionnaire \*
- \* may be completed by someone from the community if applicant has been out of school for some time*

#### Additional Required Documents (Attachments)

- Immunization Record
- Birth Certificate
- Individualized Education Plan (IEP) – *most recent*
- Multidisciplinary Evaluation Team Report (MET) – *most recent*
- Individualized Plan for Employment (IPE/VR Plan] – *as available*

### Submission Process

#### Online Application Components

Intern application and questionnaires can be completed in multiple sessions. There is a "SAVE AND RETURN LATER" function.

#### Additional Required Documents (Attachments)

Options for submitting these documents include the following:

online upload	through the online application and/or questionnaires
fax number	520-626-0081
phone number	520-626-0442 ( <i>for fax verification</i> )
e-mail address	ucedd@email.arizona.edu
mailing address	Project SEARCH, Sonoran UCEDD University of Arizona P.O. Box 245052 Tucson, Arizona 85724
physical address (hand-delivery)	1521 E. Helen Street Tucson, Arizona 85719



### Post Submission

Upon submission of ALL program application requirements, applicants will be contacted to schedule his/her interview.

### Submission Deadline

To be considered during the first selection cycle for the 2017/2018 program year – and to receive selection notification by **Friday, March 10, 2017** – ALL application components must be submitted no later than **Friday, February 3, 2017**. Applicant interviews will occur during the week of **February 21-24, 2017**. If space remains available after the first selection cycle concludes, applicants who submit application materials after **February 3, 2017** may be considered for a second selection cycle administered in late spring/early summer. Project SEARCH at Core-Mark ADC has a capacity of 8 interns.

### For Additional Information

**Laura Schweers**  
Sonoran UCEDD  
Project SEARCH AZ Coordinator  
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**About the  
Program**

Project SEARCH at Core-Mark is an unpaid internship program that trains young adults who have graduated from (or aged out of) high school, who have a significant disability, and who are committed to seeking competitive employment in the community. This nine-month employment training program model features total immersion in a business setting in which interns complete a series of three rotations (11 weeks) in various departments within the Core-Mark Arizona Distribution Center. It also includes instructional time for reinforcement of employment skills and career exploration opportunities — all while providing on-site job coaching and accommodations design, as needed, to support the goal of independence.

Interns participate in the program as recipients of services through the **Rehabilitation Services Administration/Vocational Rehabilitation**. Staffing for the program is provided by **West-MEC (Western Maricopa Education Center)**.

Host Business: Core-Mark Arizona Distribution Center  
8313 W. Latham Street, Tolleson, AZ

Program Capacity: 8 interns

Potential Rotations: Stocking  
Dry Room>Returns  
Single Cell Order Selector (Pick Line)  
Auditor  
Driver Check-In (DCI)  
Janitorial/Housekeeping  
Code/Date Stamper  
Tote Stacker/Loader  
Full Case Selector



Daily Schedule: 9:00am – 9:15am Arrival  
9:15am – 10:15am Class/Instruction Time  
10:15am – 10:30am Transition  
10:30am – 1:15pm Rotations/Work  
1:15pm – 1:45pm Lunch  
1:45pm – 3:00pm Rotations/Work  
3:00pm – 3:30pm Reflection

Additional Opportunities: Based on intern interest, capability, and host business approval, interns may train and sit for certification on Pallet Jack and/or Fork Lift operations.

**Participant  
Selection/  
Eligibility  
Criteria**

A prospective intern must:

Be between 18 to 28 years of age and have already exited high school.

Be eligible for Vocational Rehabilitation services and approved for participation by their VR Counselor.

Have a strong desire and commitment to work competitively at the end of the program.

Have a goal to work at least 20 hours per week after program completion.

Have the ability to meet host business clearance requirements.

Commit to 100% attendance.

Be willing to utilize and train for public transportation to access Project SEARCH and future competitive employment.

*Program does not provide or coordinate transportation.*

## PROGRAM GUIDE — *continued*

### 2017/2018 **Core-Mark ADC** (YA)

#### **Participant Selection/ Eligibility Criteria** (continued)

Be able to maintain appropriate behavior, hygiene, and social skills in the workplace without immediate supervision.

*Interns are supported in their rotations by an instructor, job coaches, and mentors. However, the expectation is that support fades as interns gain skills and confidence within a rotation. A young adult requiring one-on-one support would not be a candidate for this program.*

Be able to communicate effectively (may be other than verbal) and take direction from a supervisor.

Have a significant barrier to competitive employment.

*This program serves individuals with a range of abilities. Selection is not based on an education label or diagnosis. Rather, the selection committee endeavors to develop a cohort that is diverse in its abilities and other traits such as ethnicity, gender, cultural background, and the like.*

Note: The goal of this process is to select applicants who are likely to be successful in the program at the end of which they will have training, experience, and skills necessary to become competitively employed.

#### **Offer of Acceptance Requirements**

If selected, candidates are required to comply with the following upon acceptance:

*Project SEARCH Intern Contract and Project SEARCH Intern & Support Person Agreement (sign and submit; documents included with notification of selection)*

Consult with Vocational Rehabilitation to update or develop a service plan (Individualized Plan for Employment) and obtain service authorization to participate in Project SEARCH at Core-Mark ADC.

#### **Pre-Program Requirements: Core-Mark and West-MEC**

Prior to the program start date, incoming interns MUST provide the following documentation:

*Core-Mark Confidentiality Agreement*

*Authorization for a 6-panel drug test (results must be negative)*

*West-MEC Enrollment Form*

*West-MEC Education and Record Information Release*

*Arizona Residency Documentation Form*



#### **West-MEC Contacts**

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Core-Mark Project SEARCH Instructor  
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**Julia Anderson**  
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#### **Sonoran UCEDD Contact**

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520-626-0677

## **Partners :**

**Core-Mark ADC**  **West-MEC**

  
**DEPARTMENT OF ECONOMIC SECURITY**  
REHABILITATION SERVICES ADMINISTRATION

  
**ARIZONA**

  
**SONORAN UCEDD**  
University Center for Excellence  
In Developmental Disabilities Education, Research and Service