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Internship/Practicum/Site Visit Application

Background: The mission of Parents Alliance Employment Project (PAEP) is to improve the quality of life of people with developmental disabilities through individualized employment services. PAEP provides a variety of programs and services to individuals with developmental disabilities including career counseling, job training and preparation, job development, job placement, and job coaching and follow-up. Each of the unique services assists individuals with disabilities develop secure career plans, enter into and retain community employment.

Internship/Practicum/Site Visits are designed to provide students and graduates with an introduction to providing vocational rehabilitation and employment services to individuals with disabilities in a non-profit setting. PAEP internships/practicums/site visits are appropriate for those majoring in the rehabilitation field, social work, or special education. Please note that the location for site visits/internships/practicums will be determined by the Executive Director depending on availability at Project SEARCH CDH/Delnor or PAEP Office.

Application Procedures: Because PAEP receives a high volume of interest from students requesting internship/practicum/site visit opportunities, all students interested must follow the application procedures to be considered.

- 1) Print and completely fill out the attached application
- 2) Send completed and signed application **along with a resume** (resume only needed if you are requesting an internship and practicum, not site visit) directly to our Program Coordinator, Khushbu Dalvi at kdalvi@parents-alliance.org
- 3) We will confirm submission of your application and contact you directly for an interview if, at the time of application, there is availability within the agency.

Please thoroughly complete the following:

PERSONAL INFORMATION

Name: _____

Address: _____ Telephone

Number: _____

Email Address: _____

Are you legally eligible to work in the U.S.? _____

If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment?

Have you ever been convicted of a felony? ___yes ___no ; If yes, please describe conditions: _____

ACADEMIC INFORMATION

Current College/University: _____

Major: _____ Minor: _____

School Address _____ City: _____

State: _____ Zip: _____

Year in School: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate ___ Other

School Advisor or Internship Supervisor and Contact Information: Name:

Phone: _____ Email: _____

Will you receive course credits for this internship? ___Yes ___No

Have you completed any prior internships? ___Yes ___No

If yes, please describe

QUESTIONS:

Please indicate what you are requesting: (please circle) Internship Site Visit Practicum

How did you find out about Parents Alliance Employment Project?

Please indicate ***why*** you would like to (please circle one) conduct a site visit, work as an intern, or complete your practicum with Parents Alliance Employment Project:

Please list any activities/skills you hold that are relevant to the internship for which you are applying:

Please list any community/professional organizations, honors and awards:

Please indicate your availability

Preferred Start Date: _____ Preferred End Date: _____

Session Length: _____ Semester _____ Summer _____ Other _____

Months Available: _____ January _____ February _____ March _____ April _____ May _____ June _____ July
_____ August _____ September _____ October _____ November _____ December

Hours Available:

Monday Tuesday Wednesday Thursday Friday

AM

PM

Maximum hours per week: _____

I certify that the facts set forth in the Application are true and complete to the best of my knowledge. I understand that false statements on this application could lead to disciplinary action including dismissal. Parents Alliance Employment Project is hereby authorized to investigate any of the facts set forth in this application.

I hereby authorize the investigation of my past and present work, character, education, military and police conviction records to ascertain any and all information, which may be pertinent to my qualifications.

I understand that Parents Alliance Employment Project practices the policy of "employment at-will" and that voluntary or involuntary termination may occur at any time, with or without cause. I also understand that if I am selected I will be presented with confidential information in which I may not release any details to any sources regarding the clients served through PAEP.

Signature of Applicant: _____ Date: _____

An Equal Opportunity Employer/Parents Alliance Employment Project complies with all state and federal laws prohibiting discrimination.