



# Out-of-School Participant Application



PARENTS ALLIANCE EMPLOYMENT PROJECT

## **What are the requirements to be participants?**

- Must be 18-24
- Must have accepted their high school diploma
- Individuals residing in DuPage County
- Must have proof of disability (IEP/DRS paperwork/doctor's note or records)
- Must have a desire to work competitively and develop strong work ethics
- Ability to pass a drug screen and background check
- Participants is expected to play an active role in ALL job related activities
- Have independent hygiene and grooming skills
- Be able to access public transportation (travel training provided by program)

## **Application Check List**

- Completed Application Packet**
- Resume**
- Proof of Disability**
- High School Diploma – Can be provided later if student is still in school**

**Return completed Packet to:**

### **Parents Alliance Employment Project (PAEP)**

Kiersten Lira,  
Youth Program Specialist  
Parents Alliance Employment Project  
2525 Cabot Drive, Suite 302  
Lisle, IL 60532  
630-449-2707  
klira@parents-alliance.org



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

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

### **Employment History:**

Please use the following tables to provide any job experiences (paid, unpaid, vocational training, volunteer, etc.) List most recent work history first:

<b>Employer:</b>	<b>Job Title:</b>	
<b>Address:</b>	<b>City:</b>	<b>Zip Code:</b>
<b>Supervisor &amp; Title:</b>	<b>Contact Number:</b>	<b>Dates of Employment:</b>
<b>Employer Email:</b>	<b>Hours Worked:</b>	<b>Wage:</b>
<b>Job Duties:</b>	<b>Reason for Leaving:</b>	

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**Employment Preferences & Skills:**

What is your current career of interest?

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When you are hired for paid employment do you want to work? Please check both if applicable:

Full-time (40+hours/week):  Part-time (Under 40 hours/week):

Are you willing to work holidays and /or weekends?

Yes  No

Individual can pass a pre-employment drug test?

Yes  No

Individual can pass a criminal background check?

Yes  No

What kind of work would you absolutely NOT like to do?

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Hours of availability - List beginning and ending hours for each day

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start:							
End:							

List any activities currently involved in outside of Inspired by Ability that affect availability to work (school, recreational activities, counseling, etc):

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I want to get a job and be independent Yes  No

My family supports the goal of competitive employment in the community Yes  No

I get to school, work, or other appointments on time and independently Yes  No

After lunch or a break, I get back to class or work on time Yes  No

I know how to tell and keep track of time Yes  No

I am able to count money and make change accurately Yes  No

I stay on task until it is finished Yes  No

If interrupted, I can return to the task and finish it Yes  No

I can access personal information to complete a paper application Yes  No

I have had experience with completing online applications Yes  No

I know how to answer common interview questions Yes  No

I ask for help when I need it Yes  No

**Transportation:**

How do you plan to get to Inspired by Ability?

- I have my own car, driver's license, and insurance
- I know how to use public transportation
- I am willing to learn to use public transportation
- I use door-to-door or para-transit system independently (Ride DuPage)
  - Parents or guardian makes appointment for me
  - I make my own appointment
- I have family members/other who are willing to provide on-going transportation

Other transportation options:

**Education:**

High School Name	Address	Graduation Month/Year	Did you receive your diploma/GED?
College or University Name	Address	Graduation Month/Year	Degree/Certificate

Do you have any plans to continue your education?

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**Attendance at Work, Day Programs, Leisure Activities, or Class:**

- I have had no absences or tardies within the past year
- I have had 1-5 absences or tardies within the past year
- I have had 5-10 absences or tardies within the past year
- I have had 10 or more absences or tardies within the past year
- I have a medical condition that requires frequent hospital stays/excessive doctor/clinic visit

**Independent Living Skills & Self Care:**

Medications taken by participant:

Medication	Dosage	Purpose	Side Effects

List any health or medical issues that may impact a successful job placement:

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Please list any other challenges or limitations that impact your ability to keep a job:

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Please explain challenges, limitations or accommodations needed:

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What activities or hobbies do you enjoy doing in your free time?

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Name 3 major strengths or talents that you possess.

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Name 3 weaknesses that you would like to work on, or is there anything in your personal life that you want to improve on?

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|--|------------------------------|-----------------------------|
| I can prepare a lunch or a snack                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I understand what foods are good for me          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I know how to handle money/make change           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I have my own bank account                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I can be on my feet for 4 hours without breaks   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I am independent with toileting needs            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I take daily showers/baths without reminders     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I am able to dress appropriately for the weather | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I can read a digital clock and tell time         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I can read a face clock and tell the time        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I can make an appointment by phone               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I can be home alone                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

- I do chores such as making the bed and taking out the trash Yes  No
- I am able to stay awake for 6-8 hour day Yes  No
- I have reliable transportation to get to Inspired by Ability Yes  No
- I followed my school dress code or work uniform Yes  No
- I can write on my own Yes  No
- I am on time for my appointments or work day Yes  No

### **Communication & Behavior:**

- I respond when someone speaks to me Always  Sometimes  Never
- I make eye contact when talking to others Always  Sometimes  Never
- I use an appropriate tone of voice Always  Sometimes  Never
- I am comfortable starting a conversation Always  Sometimes  Never
- I engage in appropriate conversations Always  Sometimes  Never
- I use appropriate body language Always  Sometimes  Never
- I am aware of personal space Always  Sometimes  Never
- I swear/use profanity inappropriately Always  Sometimes  Never
- I lose my temper with others Always  Sometimes  Never
- I display aggressive behaviors Always  Sometimes  Never
- I use a cell phone at appropriate times Always  Sometimes  Never
- I am easily understood by others Always  Sometimes  Never
- I sometimes have trouble getting my message across to others  
Always  Sometimes  Never
- I use adaptive equipment to communicate Always  Sometimes  Never
- I engage in flirting, inappropriate touching or public displays of affection such as holding hands hugging or kissing  
Always  Sometimes  Never
- I work cooperatively with others Always  Sometimes  Never

I talk about the same topics over and over again

Always  Sometimes  Never

I use an interpreter and /or sign language to communicate

Always  Sometimes  Never

I have acted aggressively in a school/work setting

Always  Sometimes  Never

**Technology:**

I have basic keyboarding skills and use correct typing techniques

Yes  No

I have basic keyboarding skills and use only two fingers to type

Yes  No

I can use Microsoft Word to create letters and other documents

Yes  No

I can use Microsoft Excel and create spreadsheets and other documents

Yes  No

I use email correctly and regularly

Yes  No

I can access the internet to get information

Yes  No

I can use the computer to play games, watch TV, and listen to music

Yes  No

I use a cell phone to talk to others

Yes  No

I use a cell phone for texting

Yes  No

**References:**

Please list three Non-Family References (People who have Firsthand Knowledge of your work preference). \*By providing the following references you allow PAEP staff to perform a reference check.\*

	<b>Name</b>	<b>Address</b>	<b>Phone number</b>	<b>Email</b>	<b>Relationship</b>
1.					
2.					
3.					

**Applicant/Parent/Guardian Consent:**

1. By signing this application, you are agreeing to release the above information to Parents Alliance Employment Project. The use of the provided information will be kept confidential and will only be shared by the aforementioned parties unless otherwise specified.
2. Offer of selection is contingent upon completion of the full application, participation in interview day, and is at the sole discretion of the Parents Alliance Employment Project team.
3. Equal Opportunity: Parents Alliance Employment Project provides equal opportunities to all applicants and participants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of participation, including application, selection, placement, follow up, termination, leave of absence, and training.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_