

DFN Project SEARCH University of Aberdeen

# Intern Application

## 2025/2026

**Name:** Click or tap here to enter text.

**School/College/Organisation:** Click or tap here to enter text.

Equal Opportunity: Selection will be made without regard to race, colour, national origin, sex, sexual orientation, age, religion or belief, gender reassignment, marriage and civil partnership, pregnancy and maternity or the presence of a disability.

**Please note, all questions and sections must be completed. Please provide as much information as possible on the form as this will allow us to provide the necessary support if you join the programme – it will not jeopardise your application.**

Please email completed application forms to:**dfnprojectsearchuoa@abdn.ac.uk**

Or by post to:

**DFN Project SEARCH
Butchart Recreation Centre
University Road
Aberdeen
AB24 3UT**

If you have any queries, or need help with your application, get in touch via email to: dfnprojectsearchuoa@abdn.ac.uk

### Privacy statement:

Partners involved in Project SEARCH University of Aberdeen are as follows – University of Aberdeen, VIAS, North East Scotland College, and Skills Development Scotland. Representatives from all partners involved in the recruitment process will have access to your application (except for equal opportunities information) for recruitment purposes. Representatives from external organisations who provide funding to the programme (funders for Session 2025/26 will be confirmed as soon as possible) will also be included on the recruitment panel and so will have access to your application. Information gathered will be kept for 3 years from completion of the programme, or your last contact with Project SEARCH. If you are unsuccessful, we may pass your information on to other local services and providers as part of our signposting efforts with your consent. Our full [Privacy Statement and Data Sharing Agreement](https://www.abdn.ac.uk/staffnet/working-here/collaborations-3863.php#panel13427) can be found on our website.

# Candidate Information

**Name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Postcode:** Click or tap here to enter text.

**Date of Birth:** Click or tap to enter a date.

**Age:** Click or tap here to enter text.

**Home Telephone:** Click or tap here to enter text.

**Mobile:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**NI Number:** Click or tap here to enter text.

**Nature of Disability:** Click or tap here to enter text.

**How did you hear about Project SEARCH?**Click or tap here to enter text.

The following questions are asked in relation to eligibility for course fees and funding should you be successful in gaining a place on Project SEARCH.

**Nationality:** Click or tap here to enter text.

**Are you a UK National?** [ ]  **Yes** [ ]  **No**

**Have you lived in Scotland all your life?** [ ]  **Yes** [ ]  **No**

## Education

| **Name of School/College** | **Qualifications (both gained and pending)** | **Year Achieved/Expected** |
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If you have attended **North East Scotland College**, please provide your student number and name of your Tutor here:

**Student Number:** Click or tap here to enter text.

**Tutor Name:** Click or tap here to enter text.

## Skills

Please give an example of how you meet each of the criteria below:
(Please complete as fully as possible detailing a situation you were in where you used these skills)

**Criteria 1:** A desire to work with the aim of competitive paid employment at the end of the Project SEARCH year.

**Example**

Click or tap here to enter text.

**Criteria 2:** Speaking to other people (verbally or with assistive technology).

**Example**

Click or tap here to enter text.

**Criteria 3:** Computer skills

**Example**

Click or tap here to enter text.

**Criteria 4:** Commitment and Reliability: Must be able to attend the programme Monday to Friday from 09:00 to 16:30.

**Example**

Click or tap here to enter text.

**Criteria 5:** Independent travel (e.g., can you take the bus by yourself?).

**Example:**

Click or tap here to enter text.

## Internships

We have a number of internships as detailed below. Please mark each area in which you would be willing to work (please select a minimum of three):

[ ]  Grounds/Landscaping

[ ]  Catering/Retail/Coffee Shop

[ ]  Facilities/Portering Services

[ ]  Reception/Administration/Media Services

[ ]  Nursery Assistant

[ ]  Willing to work in any/all of the above

Please note, all internships are subject to change, and we cannot guarantee any specific internship at any specific time of year. We also have some opportunities with external partners of the programme. This requires a short journey off campus each day.

**Please write any other areas of work that you are interested in here:**

Click or tap here to enter text.

## Questions

If you require additional space to answer these questions, please attach as many sheets as required.

**Please explain why you would like to become a Project SEARCH Intern.**

Click or tap here to enter text.

**Why do you feel you are ready to start looking for work?**

Click or tap here to enter text.

**What are you really good at? What are your key skills?**

Click or tap here to enter text.

**At the end of Project SEARCH, will you be seeking part-time or full-time work?**

Click or tap here to enter text.

**Who will support you during your time at Project SEARCH?** (For example, parents or social worker)

Click or tap here to enter text.

**Do you have a Guardianship Order? ☐ YES ☐ NO**

**If yes, please give details:**

Click or tap here to enter text.

**Do you have any challenges 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)

Please provide as much information as possible on the form as this will allow us to provide the necessary support if you join the programme – it will not jeopardise your application.

Click or tap here to enter text.

## Work Experience

Paid, unpaid or voluntary, starting with the most recent:

| **Organisation and Job Title** | **Job Duties/Tasks (please list)** | **Dates and Hours** | **Reason for Leaving** | **Paid or Unpaid** |
| --- | --- | --- | --- | --- |
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If necessary, please continue in the additional text box provided on the last page of this form.

## Transportation

**Can you travel independently?** [ ]  **Yes** [ ]  **No**

**If No, would you be willing to participate in travel training prior to starting Project SEARCH in order to travel independently?** [ ]  **Yes** [ ]  **No**

(Please note, independent travel must be achieved prior to the start of the programme.)

## Reasonable adjustments

**What additional support/equipment would you need to participate in the programme, internship rotations and future employment?**

Please provide as much information as possible on the form as this will allow us to provide the necessary support if you join the programme – it will not jeopardise your application.

Click or tap here to enter text.

# Supporting Statement

Please provide contact details for two named persons (they cannot be relatives or friends) who will be able to talk about your suitability for the programme. If you have a Social Worker or Care Manager, they must be one of your named persons.

## Supporting Statement 1

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

How they are known to you: Click or tap here to enter text.

Email: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

## Supporting Statement 2

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

How they are known to you: Click or tap here to enter text.

Email: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

# Candidate Declaration

Please sign here to indicate all information is true to the best of your knowledge. **Failure to disclose accurate information could result in removal from the programme**. By signing here, you agree to the terms of the privacy statement and data sharing agreement.

**Print name:** Click or tap here to enter text.

**Signed\*:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**\*Note:** Your application will be considered ‘signed’ when sending your application via your email address.

Please use the additional text box on the next page if you wish to provide further information relevant to your application.

# Additional Information

Click or tap here to enter text.