



Dear Potential TIP Intern:

Stavros Center for Independent Living is excited to announce that our Transition Internship Program (TIP) has been expanded and we will be running TIP not only during the summer but now during the school year. TIP is a great opportunity for youth with disabilities, ages 16-22, to gain employment experience, and we hope that you are interested in joining us!

How does TIP work?

Through TIP, Stavros hires interns who are matched with local businesses in the community that are looking for interns who are energetic, have a good work ethic, eager to make a positive contribution to where they will be working, and ready to learn a variety of new skills.

During our school year TIP, interns will work between 10-12 hours a week, and will also be expected to attend six employment job readiness workshops. Internships will last 12–14 weeks, depending on a student's individual start date. This means you will have to balance your responsibilities at school and at work. If you do not think that is something you can do successfully, you may want to apply only to summer TIP. Young adults can participate in each TIP only once, summer and school year.

During summer TIP, interns work for 15 hours a week and are expected to attend six employment skills workshops before placements start and your job will last between 10–12 weeks. The start of the program varies depending on when school gets out, but typically placements are at the beginning of June and go through the end of August. If you are planning on going to summer camp or on a vacation, you may want to apply only to school year or apply to TIP next year. Please remember, though, if you have graduated you need to be enrolled in college to be eligible.

This is a real world work experience, and we expect that interns will commit to completing the entire program. We strongly suggest you discuss this with your parent(s) or guardian(s) before you apply, as you will be required to have them attend the first workshop with you.

If you have any questions, please contact Kassy Mimitz, Transition Internship Senior Specialist, at 413.256.0473 ext.209 or kmimitz@stavros.org, More information and the application are available on our website at www.stavros.org.

Transition Internship Program (TIP) Application

Applications are accepted and reviewed on a rolling basis. Incomplete applications will not be accepted.

Who is eligible and what makes a good candidate for TIP?

- TIP is designed to provide current high school students or post secondary students with disabilities, ages 16-22, with real world job experience.
- Good candidates are interested in learning new things; are able to follow directions and ask questions when they do not understand something; respectful of other interns and those they work with on-site; are open to feedback from their supervisor, TIP staff, and other interns; and serious about taking advantage of the opportunity to work in a competitive employment environment.
- Interns will be expected to behave and dress appropriately for their work setting and need to be able to self-monitor their behavior at the job site with minimal hands-on assistance.
- We may be able to provide a few hours of job coaching a week on-site, as needed. If it is determined that you need more job coaching than we can currently provide, we can help find other avenues for support during your internship.
- Before the program begins, all hired interns and a parent or guardian will be required to attend Intern Orientation. During orientation we will complete all hiring paperwork and provide more information about program structure and expectations. You will need to present a copy of your social security card, a copy of an ID and complete a direct deposit form at this time – no exceptions.

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Amherst, MA 01002-2704
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(413) 256-0473 V/TDD
Fax (413) 256-0190



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How do I become a TIP intern?

- Once we receive your completed applicaiton, it will be reviewed and you will be contacted for a first round interview with TIP Staff. **All application questions not listed as optional are required. Incomplete applications will not be accepted.** Please keep a copy for your records.
- If you are a finalist for the TIP program after the first interview, we will match you with one or more placement sites where you will also need to complete an interview.
- **Acceptance after the interview with STAVROS does not necessarily guarantee you will be hired at an internship site, but we will work with you to explore your job options. You still need to have a positive interview with the jobsite.**
- Each internship site will interview one or more candidates, and then will make the final hiring decision as to which intern(s) they want to work with.

We hope that you are interested in being part of Stavros's Transition Internship Program and we look forward to receiving your application! Good luck!

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TIP 2016/2017 Application

I am applying for (please select one):

school year 2016/17 Summer 2017 Both

Personal Information

Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ *Email address: _____

**Please Note: All communication by TIP staff will be completed via e-mail, so please be sure to check e-mail frequently. If you have not gotten an email from us once submitting your completed application, be sure to check your Junk or SPAM folder.*

Name of Your High School/College: _____

Current Grade Level: _____ Program: _____

Expected High School/College Graduation Date: _____

Are you on an IEP? Yes No

Do you work with a MRC or an MCB counselor*? Yes No

If yes, provide the counselor's name, agency, and phone number:

_____ MRC MCB

**Please note: Due to funder requirements, applicants are required to be working with MRC or MCB. If you are not connected with these services and would like information on how to connect with them please contact Kassy Mimitz.*

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How did you hear about TIP?

Have you applied to TIP before: Yes No

If yes, are you a former TIP intern? Yes No

Internship Availability (We will do our best to accommodate)

Monday ___ to ___ Tuesday ___ to ___ Wednesday ___ to ___

Thursday ___ to ___ Friday ___ to ___ Saturday ___ to ___

Sunday ___ to ___

Personal Informational (optional – will be used for reporting purposes only)	
Gender: _____	Race/Ethnicity: _____
Disability: _____	

Work / Volunteer Experience History:

Remember: TIP is designed to be the applicant’s first paid employment experience; please see section about eligibility for more information.

Organization: _____

Dates worked there: _____ to _____ How did you get this position?: _____

Address: _____

City: _____ State: _____ Zip: _____

Job Title: _____ () Paid () Unpaid

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Duties: _____

Supervisor's Name: _____ Telephone: _____

Are you currently employed here: () Yes () No

Reason for Leaving: _____

May we contact them? () Yes () No

Do you have any other work or volunteer history? Please attach another sheet if necessary.

Are you involved in any extracurricular activities?

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Tell us things you are good at. Please list any special interests, skills, and/or training you could bring to your internship.

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Please describe what you hope to learn from this internship experience.

What are your plans/goals when you leave high school?

Why do you think we should pick you to be a TIP intern?

Please list any other information that you feel would be helpful for TIP staff while reviewing your application.

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Please have this form filled out by your MRC or MCB counselor. Your application is incomplete without this form.

(Applicant's name)

DOB

(VR Counselor's Name and title)

(VR counselor's Contact information (address, phone and email))

(VR counselor's signature)

Please tell us in the space below why you feel it would be beneficial for the applicant to participate in the Stavros TIP program.

Email, fax, or mail to:

Kassy Mimitz

Transition Internship Senior Specialist

Stavros Center for Independent Living

Amherst, MA 01002

(413) 256-0473 V/TTY ext.209

(413) 256-0190 FAX

kmimitz@stavros.org (e-mail)

www.stavros.org (web site)

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Each TIP applicant must have this form completed by an adult who can comment on their potential to be a positive, goal-oriented young adult. This could be completed by a teacher, professional or other community leader. It can NOT be completed by a family member or a personal friend.

All recommendation letters must be received with the application or the application will not be accepted.

Applicant's Name _____ has applied to the Transition Internship Program.

TIP is an Internship program where he/she will get the chance to learn job skills. They will have the chance to work at a job of their own with pay, learning many new skills along the way.

How long have you known the applicant/How do you know them?

Please provide examples of why you are recommending the applicant for the Transition Internship Program.

Completed by: _____
Relationship to applicant: _____
Email: _____ Phone: _____

****Please attach your completed recommendation to your completed application.**

Any questions about TIP or the application process please contact: Kassy Mimitz

Kmimitz@stavros.org
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Applications for 2016/2017 school year TIP are due by Friday, September 16th at 5pm. If you are just applying for the summer 2017 TIP, applications are due by Wednesday, March 1st at 5pm.

If mailing application it needs to be received by the date above.

Please mail or email completed applications to:

Kassy Mimitz
Transition Internship Senior Specialist
Stavros Center for Independent Living
Amherst, MA 01002
(413) 256-0473V/TTY ext.209
kmimitz@stavros.org (e-mail)

***Application must be filled out entirely to be accepted for review

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