



Project | SEARCH

Candidate Application 2018

Candidate name: _____

Address: _____

Phone: _____

Email address: _____

High school or program attending: _____



State of Michigan
Project SEARCH



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM



bsbp
Bureau of Services
for Blind Persons



Ingham Intermediate
School District
A Regional Educational Service Agency



MRS PROMOTING
ABILITIES
Michigan Rehabilitation Services



Spartan Project SEARCH
MICHIGAN STATE UNIVERSITY

Application Purpose & Guidelines

The purpose of this application packet is to outline the skill set of the Project SEARCH student candidate. This application enables the selection committee* to properly assess each student candidate's interests, skills, abilities and background. A parent, student, counselor, teacher or employer may be contacted by the selection committee to gather additional information. Our goal is to select students who will be successful in a Project SEARCH program and reach the outcome of competitive employment.

The Selection Process includes the following guidelines:

1. All students are encouraged to attend an Open House and visit a host business site to observe the culture, possible rotations and meet the instructor and skills trainers prior to being selected to participate in Project SEARCH.
2. **Submit the completed application to the address on your cover letter by Friday, January 13, 2018.**
3. The selection committee will review the applications, and if accepted, match the student skill set and interests with the appropriate Project SEARCH internship(s) site (Michigan State University or the State of Michigan in downtown Lansing.)
4. If accepted, an Individual Education Plan (IEP) will be developed with the IEP team for the 2018-2019 school year.

* Please note:

- The selection committee will include the host site liaisons, the Project SEARCH instructors, Project SEARCH skills trainers, Project SEARCH school district liaison, Project SEARCH supervisors and representatives from Michigan Rehabilitation Services and other agency/school representatives.

Order of selection will be:

1. Students who have finished their necessary credits for graduation or certificate of completion
2. Students who will benefit from participation in a variety of internships
3. Students who are interested in using public transportation to access work and the local community
4. Students who desire to gain competitive employment at the end of the Project SEARCH program

Project SEARCH Application Packet Checklist

PLEASE NOTE

ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT TOGETHER FOR APPLICATION TO BE CONSIDERED. IF YOU NEED ASSISTANCE COMPILING THIS INFORMATION, PLEASE CONTACT YOUR SCHOOL DISTRICT STAFF.

- Completed application packet
- Transition Individual Education Plan (IEP) including Transition Goals and Behavioral Intervention Plans
- MET or standardized grade level assessment in reading and math completed within last two years. MET or Standardized Grade Level Assessment in Reading and Math completed within last two years.
- Reports (if applicable)
- Attendance records from current and previous school year
- Most recent vocational evaluation or career interest survey

Return completed packet to:

Kelly Sweet-House, Project SEARCH Administrative Assistant
Ingham Intermediate School District
2630 W. Howell Road
Mason, Michigan 48854
FAX: (517) 676-3108
ksweet-house@inghamisd.org



Project | SEARCH

RECRUITMENT TIMELINE FOR THE 2018-2019 PROGRAM YEAR

▶ **April** - Assessment & Interview Day at Ingham ISD

▶ **April** - Selection committee meets after assessment and interview day

▶ **April** - Acceptance letters mailed by the end of April

▶ **May** - Michigan Rehabilitation Services (MRS) opens eligible cases for selected students by end of the month.

▶ **July – August** - Project SEARCH Boot Camp Summer Program (4 weeks)

▶ **June - September** - IEP meetings and/or amendments held by end of summer 2018

▶ **August 2018** - Orientation at host business & travel training to/from host business

▶ **August 2018** - Program begins and follows Ingham ISD calendar

APPLICATION FOR ADMISSION

Sections A-I to be completed by candidate

A. APPLICANT PERSONAL INFORMATION:

Name: _____
Last First Middle

SS# or ID#: _____ School District of Residence: _____

Address: _____
Street City Zip Code

E-mail Address: _____ Cell/Home Phone: _____

Date of Birth: _____ Male Female

PARENT/GUARDIAN PERSONAL INFORMATION:

Name: _____ E-mail: _____

Address: _____
Street City Zip Code

Cell/Home Phone: _____ Work Phone: _____

B. STUDENT / PARENT INFORMATION:

1. Acceptance into the Project SEARCH Program is dependent upon Selection Committee review.
2. Release: The student records concerning my son/daughter may be transferred to Ingham ISD for review by the Project SEARCH program staff and Selection Committee Team Members.
3. Equal Opportunity: Career placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.

A summer training session will be required of all candidates who are accepted into the Project SEARCH program. The parent and student agree to comply with this procedure.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

C. EMPLOYMENT BACKGROUND:

When you are hired for paid employment do you want to work?

Please check both if applicable: Full-time: Part-time:

Which shift would you prefer working after completing Project SEARCH? Check all that apply:

1st Shift (7 am – 3pm) Full-time: 2nd Shift (3 pm – 11 pm) Full-time:

3rd Shift (11 pm – 7 am) Full-time:

Do you plan to work during the school year, in addition to being in the Project SEARCH Program?

Yes: No:

If yes where? _____ How many days/hours? _____

List jobs you do or have done in school or in the community. List most recent first:

Start Date:	Employer:	Paid Employment: Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	Supervisor:	Contact Number:
End Date:	Task 1:	Task 2:
	Task 3:	Task 4:
Start Date:	Employer:	Paid Employment: Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	Supervisor:	Contact Number:
End Date:	Task 1:	Task 2:
	Task 3:	Task 4:
Start Date:	Employer:	Paid Employment: Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	Supervisor:	Contact Number:
End Date:	Task 1:	Task 2:
	Task 3:	Task 4:
Start Date:	Employer:	Paid Employment: Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	Supervisor:	Contact Number:
End Date:	Task 1:	Task 2:
	Task 3:	Task 4:

Have you ever been fired from, let go from or asked to resign from a job? Yes: No:

If yes, please explain: _____

Have you ever quit a job? Yes: No:

If yes, please explain: _____

D. UNIFORM:

Please provide sizes for potential uniform ordering purposes:

Shirt: _____

E. TRANSPORTATION:

How do you plan to get to Project SEARCH?

Self CATA Family Other

F. SERVICE AGENCIES:

Do you have a vocational rehabilitation counselor from Michigan Rehabilitation Services?

Yes

No Name _____ Phone Number: _____

Do you have a case manager from Community Mental Health?

Yes

No Name _____ Phone Number: _____

G. INDEPENDENT LIVING:

Medications taken by student:

Medication	Dosage	Time of day

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

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

Please explain challenges, limitations or accommodations needed:

H. STUDENT RESPONSE QUESTION:

Why do you want to participate in Project SEARCH? (Complete in your own words or have someone write your thoughts for you using your own words)

I. REFERENCES:

List Three Non-Family References. People who have firsthand knowledge of your work performance:

	Name	Title	Phone Number	Email Address
1.				
2.				
3.				

J. PREPARER (To be completed by preparer, if applicable):

If this application has been completed by someone other than the student, please provide the following information and sign:

Name	Title	Phone Number	Date
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Signature

K. REFERRAL SOURCE INFORMATION:

Name: _____ Agency/School: _____

**Please attach high school transcript,
previous two years of discipline record and most recent report card**

Does the student have the necessary credits for graduation or to earn a certificate of completion in your district?

Yes: No:

Days Absent: Previous School Year _____ Current School Year _____

Comments about Attendance:

Comments Regarding Work Performance (If Applicable). Include supports that promote successful job task completion:

Signature: _____ Date: _____

Title: _____

M. PROJECT SEARCH INTERN CONTRACT:

Read the student contract below and sign and date.*

I, _____, understand that if accepted into the Project SEARCH program, I must abide by the following terms and conditions:

- I will complete at least two unpaid job rotations within the host business.
- I will attend the program every day for 6 hours per day, Monday through Friday.
- I understand that the Project SEARCH program correlates with the affiliated calendar.
- I will call my instructor and departmental supervisors when I am absent or tardy.
- I will provide my own transportation or use public transportation to the host site for of the program year (Unless otherwise noted on student's IEP.)
- I will learn to use public transportation.
- I will follow all the policies and procedures established by the program and host business.
- I will dress according to the dress code and uniform requirements of the assigned host site and/or rotation.
- I will attend bi-monthly Employment Planning Meetings with my PS Instructor, PS skills trainer, MRS counselor, CMH case manager and family supports. I will be an active participant and communicate any issues at the meetings which will be held at least twice during each rotation.
- I will work with my personal and community supports to obtain the supplies from the supply list for my site.
- I understand that the desired outcome for me in Project SEARCH is full/part-time paid employment in the community.
- I will actively pursue employment.
- I will receive a Project SEARCH certificate of completion when I complete the program.

I understand that I may be asked to leave Project SEARCH if I fail to follow the terms and conditions.

Student Signature

Date

Parent/Guardian Signature

Date

Project SEARCH Team Member Signature

Date