



**Martin County School District**  
Educate all students for success

# Project | SEARCH



**Name** \_\_\_\_\_  
**High School** \_\_\_\_\_

*Application Due to Project SEARCH: February 14, 2019*  
**Date Received (official use only)** \_\_\_\_\_

## Project Search Information

Project SEARCH is a one year, high school transition program which provides training and education leading to employment for individuals with disabilities. Project SEARCH serves as a workforce alternative for students in their last year of high school. Each student applies to the program and is accepted through a selection committee process.

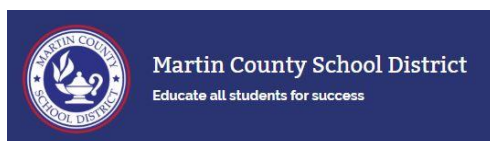
Project SEARCH is based on a partnership that includes Martin Health System, Martin County School District and local agencies: Helping People Succeed (HPS) and the Advocates for the Rights of the Challenged (ARC of Martin County). All partners are vital to the success of the program. Martin Health System provides a training classroom, a business liaison and rotational internships for on-the-job training. The school district provides the teacher and paraprofessional. HPS and ARC provide a job coach to work with students on their internships and provide follow along services. To provide their services, both agencies receive funding from Vocational Rehabilitation (VR). **Therefore, it is a requirement that each student applies to Vocational Rehabilitation and is accepted as a VR client.**

The cornerstone of Project SEARCH is total immersion in a large business. Each day, students report to the host business, learn employability skills in the classroom and job skills while participating in 3-4 internships/experiences during the year. Students participate in class to define their career goal and plan necessary steps to achieve that goal.

Managers at the internship sites work with the Project SEARCH instructor and job coaches to support the students. Students get continual feedback from the internship manager, co-workers and Project SEARCH staff. Students end their day by reflection, problem solving, planning and journaling their key learning's. The ultimate goal upon program completion is competitive employment utilizing the skills learned on the internships and throughout the program.

## Student / Parent Information

- ✿ Students are not paid, but earn school credit for their participation.
- ✿ Students must be able to provide their own transportation to and from the training site.
- ✿ The teacher or approved school/agency personnel will be at the job site at all times while the student is working. The teacher, job coaches and employees form a team teaching the students how to perform the job.
- ✿ Students must apply and be accepted to Vocational Rehabilitation (VR) to become a student intern in the Project SEARCH program.



- ✿ Students have a choice between Helping People Succeed and The ARC of Martin County for their job coaching and follow along services funded by VR.
- ✿ A job task analysis is prepared for each job. It identifies the tasks required to perform a specific job.
- ✿ The Martin County School Board will provide excess student “School To Work” insurance. The plan provides limited excess coverage for medical expenses that arise from treatment of accidental injuries while a student participates in Project SEARCH.

## 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 skills, abilities and background. A parent, student, counselor, teacher or employer may be contacted by the Selection Committee to gather additional information. Our final 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. Submit the completed application and forms to your teacher.
2. The Selection Committee will review the applications, and if accepted, match the student skill set and interests with the appropriate Project SEARCH Program.
3. If accepted, an IEP will be developed by the IEP team for the current school year.
4. If accepted, student must be able to pass a criminal background check and drug screen.

**Please note:**

The Selection Committee will include the Project SEARCH Staff, representatives from the host business, and provider agencies.



# Application For Admission

**STUDENT/PARENT MUST COMPLETE AND SUBMIT (Please check boxes)**

- Project SEARCH Application**
- Apply to Vocational Rehabilitation (Please call Mrs. Martinez at 221-4095)**
- Two Letters of Recommendation**
- Student Confidential Emergency Information Form # 1189**
- Parent and Student Acknowledgement/Photo Release Form # 356 signed**

**A. Personal Data**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City Zip Code

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

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

Date of Birth: \_\_\_\_\_ Current Age: \_\_\_\_\_ Choose One: (optional)  Male  Female

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Email address: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_  
Street City Zip Code

Parent/Guardian Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

**B. Parent/Student Information:**

Equal Opportunity: Project SEARCH placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.

**A two-week trial period will be required of all accepted enrollees. The parent and student agree to comply with this procedure.**

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Application For Admission

<b>C. School Use Only: Teachers Please Fill Out</b>					
Total Credits to Date		Cumulative GPA			
Does the student have the necessary credits for graduation?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
List Course Deficiencies:	1.		2.		
	3.		4.		
Days Absent:	11 <sup>th</sup>		12 <sup>th</sup>		
Comments about Attendance:					
School Official Signature: _____ Date: _____					

**FUTURE EMPLOYMENT PREFERENCES and BACKGROUND:**

How do you want to be employed in the community upon completion of Project SEARCH?  
 Full Time     Part Time

Would you be willing to work holidays and/or weekends?  
 Yes     No

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? \_\_\_\_\_

How many hours? \_\_\_\_\_

Are you legally authorized to work in the United States:    Yes     No

Are you a United States Citizen:    Yes     No



# Application For Admission

List jobs you do or have done in school or in the community (including Career Experience participation):

Employer	Job Title	Job Duties	Supervisor Name	Contact Number	PAID	Unpaid
		1. 2. 3. 4.			<input type="checkbox"/>	<input type="checkbox"/>
		1. 2. 3. 4.			<input type="checkbox"/>	<input type="checkbox"/>
		1. 2. 3. 4.			<input type="checkbox"/>	<input type="checkbox"/>

Have you ever been fired from or quit a job?

Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever as a juvenile or adult been convicted, found guilty, entered a no contest plea or had an adjudication withheld? Yes  No  Ever as a juvenile or adult entered a pre-trial diversion program for a criminal offense? Yes  No  Are there any criminal charges pending against you? Yes  No  \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**SERVICE AGENCIES:**

Have you applied to Vocational Rehabilitation (VR)? Yes  No

If yes, VR Counselor \_\_\_\_\_ Phone \_\_\_\_\_

If you have not applied please call **Mrs. Martinez at 221-4095** to make an intake appointment. Mention you are an applicant for the Project SEARCH Program.

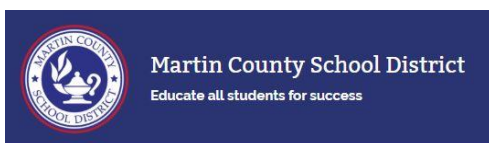
Have you applied to the Agency for Persons with Disabilities (APD)? Yes  No

Are you receiving Medicaid Waiver Services? Yes  No

If yes, Support Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

Are you receiving Supplemental Security Income (SSI) from Social Security? Yes  No

Are you receiving Social Security Disability Insurance (SSDI) from Social Security? Yes  No



# Application For Admission

**INDEPENDENT LIVING:**

Do you currently drive? Yes  No

Plan to get driver's license? Yes  No  Public transportation experience? Yes  No

Are you willing to complete travel training? Yes  No

How do you plan to get to and from work each day? \_\_\_\_\_

Do you have a cell phone? Yes  No  Cell phone number \_\_\_\_\_

Do you understand and use money? Yes  No

Can you independently perform personal hygiene skills? Yes  No

Do you adapt to unfamiliar environments and tolerate changes? Yes  No

Medications/ dosage/ Time of day taken by student

Medication	Dosage	Time of day

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

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Please list any limitations that impact employment:

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Are you in need of any specific supports or accommodations?  
 Yes  No

**Please Explain:**

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# Application for Admission

## STUDENT RESPONSE QUESTION

Why do you want to come to Project SEARCH? (Complete a paragraph in your own words and/or person assisting will write the responses in the students own words. Attach separate sheet if needed).

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**LIST THREE REFERENCES:**

	Name	Type of Reference	Phone Number	Email Address
1.		Family Reference		
2.		School Reference		
3.		Other Community or Agency Reference		

THIS APPLICATION HAS BEEN COMPLETED BY:

STUDENT SIGNATURE	DATE

THE PERSON ASSISTING THE STUDENT TO COMPLETE THIS APPLICATION IS:

Name	Title/Relationship	Phone Number	Date

Organization	Phone Number	Email contact

Signature





# Student Contract

I, \_\_\_\_\_, understand that I am applying to be accepted into the Project SEARCH program and must abide by the following terms and conditions:

- I will complete at least three unpaid job rotations within the host business.
- I will attend the program every day from 8:00am- 2:30pm, Monday through Friday.
- I understand that the Project SEARCH program correlates with the MCSD calendar.
- I will dress appropriately and wear required attire.
- I will call my instructor, job coach and departmental supervisor when I am absent or tardy.
- If required I will make up any time missed.
- I understand that I am responsible for transportation to and from the host site.
- I will learn to use public transportation when available.
- I will follow all the rules established by the program and host business. If any rule is not followed the actions below will be taken:
  - First Violation – You will receive a written warning that will become a permanent record in your file.
  - Second Violation- You will receive a written warning recorded in your file and notice that any additional violation is cause for dismissal from the program.
  - Third Violation – Dismissal
- I will attend meetings with my rehabilitation counselor, parents, teachers, and business staff.
- I will be an active participant and communicate any issues at our meetings.
- I will actively pursue employment.
- I will agree to adhere to the confidentiality standards of Martin Health System.

I have read the above terms and conditions and agree to comply if accepted into the Project SEARCH 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



# Job Skill Sets

Have you taken computer classes? Yes  No

If yes, list the classes \_\_\_\_\_

**Computer Skill Set** Check the level of computer application knowledge that applies.

<u>Program</u>	<u>Never Used</u>	<u>Beginner</u>	<u>Intermediate</u>	<u>Advanced</u>
Microsoft Office Word				
Microsoft Office Excel				
Microsoft Office Access				
Microsoft Office PowerPoint				
Microsoft Office Outlook Email				
Microsoft Office Publisher				
Internet				
Intranet				
Other				

**Job Specific Skill Set** Check the level of knowledge that applies.

<u>Program</u>	<u>Never</u>	<u>Beginner</u>	<u>Intermediate</u>	<u>Advanced</u>
Alphabetical Filing-First Letter EX Apple Banana				
Alphabetical Filing-Multiple Letter EX Apple Appleton				
Numerical Filing-Single Digit EX 1 2				
Numerical Filing-Multiple Digit EX 586 5867				
Apply and know coin value				
Displays Fine Motor Skills				
Displays Time Management Skills				



**Business Equipment Operation** Select the level of machine operation that applies.

<u>Business Equipment</u>	<u>Never</u>	<u>Sometimes</u>	<u>Frequently</u>
Notebook Computer			
Computer			
Scanning Machine			
Printer			
Copier			
Laminator			
Fax Machine			
Telephone			
Calculator			
Bar Code Scanner			
Cash Register			
Cell Phone/Text Phone			
<u>Other</u>			
Dishwashing Machine			
Price Marker			
Solid Weight Measurement (oz. lb.)			
Liquid Weight Measurement (oz. qt. gal.)			
Knives			
Prepared recipes from a chart or cookbook			

**Additional Information or Comments**

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