  

**Project SEARCH Application 2024-2025**

Thank you for your interest in Project SEARCH!



Before proceeding, please be aware that you must agree to the following terms set by Northwestern Medicine to be considered for Project SEARCH in DeKalb. As of the date of the release of this application, Northwestern Medicine is **requiring** interns to be fully vaccinated against Covid prior to the start of Project SEARCH. This does not include boosters, only the original vaccines. A flu shot is also required, but NM will provide this to interns who are accepted into the program in October if needed. **Northwestern Medicine will not accept medical or religious exemptions for any unpaid positions, which includes Project SEARCH interns.** These are policies set by Northwestern Medicine and they are non-negotiable.

Please read carefully before proceeding with the application:

* I understand that, if I’m accepted at Northwestern Medicine, I must meet the health screening requirements before starting Project SEARCH, complete a background check, get a flu shot, be up to date on all school required vaccines, and be fully vaccinated against COVID per Northwestern Medicine requirements for participating in the program at the Northwestern Medicine site. \*Be aware that Covid policies could change.

**\*Please reach out to Lisa at 815-721-6359 or** **llynch@rampcil.org** **if you have questions.**

Before proceeding, please also be aware that gaining employment is the goal for each graduate of Project SEARCH, but **we do not plan for or guarantee that employment will be with Northwestern Medicine.** Most graduates find community employment elsewhere.

Project SEARCH is a school-to-work transition program for young adults with disabilities that lasts for one (1) school year and includes post-graduation follow along services provided by RAMP. Project SEARCH serves young adults with disabilities that need an intensive year of career development, internship experience, and support to reach their employment goals. The program embraces interns that have a variety of disabilities (such as: physical and/or mental health disabilities) and challenges (such as: poverty and homelessness) as well.

**Selection Priorities:**

* Between the ages of 18-21
* Currently enrolled in high school with all necessary credits completed
* Have an IEP or 504
* Eligible for Vocational Rehab (VR) services through the Division of Rehab Services (DRS) \*\*you may be required to provide documentation of your disability to your VR counselor once accepted into the program. If documentation cannot be obtained, your position in Project SEARCH will be at risk.
* Have a desire to gain competitive employment at the end of Project SEARCH
* Willing to use public transportation (if needed) to access work and the local community

There are 4 steps to the application process.

**Step 1:** You and your parent/guardian must complete this application (either paper or online version, not both). If filling out a paper form, please mail or email it to:

* Lisa Lynch, Project SEARCH Employment Specialist, at llynch@rampcil.org
* Attn: Project SEARCH

1 Kish Hospital Dr.

DeKalb, IL 60115

**Step 2:** The Project SEARCH Selection Team will:

* Review your application with consideration of your strengths, needs, and eligibility.

**Step 3:** If you are eligible to move forward, you must participate in our Project SEARCH Skills Assessment Day.

* Assessment Day is March 14th , 2024 during school hours at the Northwestern Medicine Kishwaukee Hospital Health & Wellness Center, 626 Bethany Rd, DeKalb IL 60115. Please put this date on your calendar. We will give you more details about this later.

**Step 4:** The selection team will:

* Review your Assessment Day results along with your application information.
* Complete a parent/guardian phone interview.

\*\*Once these steps are complete, Northwestern Medicine will **email** all applicants with acceptance / declination letters.\*\*

**Project SEARCH Application Checklist**

* Completed student application form
* Completed parent application form
* Completed parent/guardian phone interview (Onsite team will contact you after your application is submitted to set this up)
* Legal guardianship paperwork attached if applicable

**\*\*The below tasks must be completed by your school\*\***

* Completed school personnel survey
* Sent the applicant’s current IEP or 504, including any transition plans and goals, and signed transfer of educational rights paperwork
* Sent the applicant’s attendance records

**Project SEARCH Application**

Please fill out this form. Your parent / guardian and someone from your school can help you, if needed. If interested, please watch this video about Project SEARCH: ([Project SEARCH DeKalb Video - YouTube](https://www.youtube.com/watch?v=swJxRTcxatA&list=PLrN7ELuYMM1T2AbZc8-9rZOaItdDQeJdS))

**Contact Information**

1. **Student/Applicant**

Name (First, Middle, Last):

Home Address (Street, City, Zip Code):

Phone Number(s):

Email:

Birthday:

Social Security # (required to enroll):

Age at the start of the program as of August 2024:

1. Has anyone gone to court to obtain legal guardianship over you? Circle: yes or no
2. If yes, what is the name of your legal guardian? Please attach a copy of the court document or be prepared to provide a copy to RAMP if you are is accepted into the program.

**Education History**

1. What is the name of your current high school?
2. What is your current teacher’s/Case Manager’s name?
3. What is your status in school? (check one box)
	* I’m eligible to graduate this year.
	* I’ve already graduated and am in a transition program.
	* I am not eligible to graduate this year.
4. Do you understand that, if enrolled in Project SEARCH, it will be your last year of high school?

Circle: yes or no

**Work, volunteer, or In School Work Experiences**

1. Use the chart below to list any volunteer work, any work-related experience completed at school (helped in lunchroom/delivered newspapers to classrooms, etc.), any non-paid training, and any paid work you have had.

|  |  |  |  |
| --- | --- | --- | --- |
| Workplace | Dates of work | Work duties | Non-paid or paid?  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

Project SEARCH Guidelines for you to consider while you answer the questions below:

The goal of Project SEARCH is for you to get a job where you:

* Work in an integrated setting. This a setting that hires people with and without disabilities.
* Are paid the typical wage for the job.
* Work at least 16 hours each week (or more if desired).
* Are able to work independently and take direction from fellow staff and managers. **Project SEARCH does not provide job coaching** but will work with your employer to help with accommodations and maintaining employment.

**Answer the Questions Below**

(This should be in the student’s own words as much as possible)

1. Why do you want to become a Project SEARCH intern? What does Project SEARCH mean to you?
2. If you take any medications during the day between 7:45am-2:30pm Monday-Friday, are you able to take them on your own? If not, please explain.
3. Where would you like to work after you finish Project SEARCH?
4. Does your family support your work goals? Explain your answer.
5. Please share with us any concerns/worries you have in participating in Project SEARCH and/or working in the community.
6. Do you have any behaviors that might impact or affect a successful job placement or your time at Project SEARCH? If yes, please explain.

**Transportation**

The primary purpose of the Project SEARCH program is to provide interns with the opportunity for solid career exploration while developing skills essential to obtaining competitive employment and achieving success. As such, this transition program encourages interns to work towards independence, and that translates to feeling confident in managing transportation to and from work as independently as possible.

**\*\*Please check all that apply:** \*\*

Examples of public transportation: TransVac, TransDev, Huskie Busses, LOTs

\_\_\_ I know how to use public transportation

\_\_\_ I am willing to learn to use public transportation

\_\_\_ I already use a door-to-door or paratransit system

\_\_\_ I have a family member/support person who is willing to provide on-going transportation

\_\_\_ I have my own driver's license and plan to drive myself

\_\_\_ Other transportation (please explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project SEARCH Intern Agreement**

You and your parent/guardian/support person will need to sign this agreement **if you are accepted into the program.**

I, (insert name here), understand that if I am accepted into the Project SEARCH program

* I will complete at least 2 unpaid internships at Northwestern Medicine Kishwaukee Hospital.
* I will attend the program every day from 7:45am-2:30pm.
* I will follow the dress code and arrive looking clean and neat.
* I will contact my instructor or Employment Specialist when I am absent or tardy.
* I will make up any assignments I miss if I am absent.
* I will follow all policies of Northwestern Medicine Kishwaukee Hospital.
* I will follow all policies of the Project SEARCH program.
* I will attend all required meetings.
* I will participate in and discuss any issues at my meetings.
* I will actively look for a job that is 16 hours a week or more in an integrated setting.
* I understand that, if I’m accepted at Northwestern Medicine, I must meet the health screening requirements before starting Project SEARCH, complete a background check, get a flu shot, be up to date on all school required vaccines, and be fully vaccinated against COVID per Northwestern Medicine requirements for participating in the program at the Northwestern Medicine site. **\*Be aware that Covid policies could change.**

I have read the statements above. I agree with these terms and I understand that I may be asked to leave Project SEARCH if I do not follow these terms.

1. Do you or your parent / guardian have any concerns with needing to sign this if you are accepted?