Project **SEARCH** Rockford

Embassy Suites & Mercyhealth

Candidate Information &

Application Packet

2025-2026

Application Purpose & Guidelines

The purpose of this application packet is to outline the skill set of the Project SEARCH candidate. This application enables the selection committee to properly assess each 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 completing the Project SEARCH program and reaching the outcome of competitive employment.

The selection process includes the following steps:

Submit the completed application to the address on the last page of this application packet by March 7th

1. The selection committee will review all applications prior to assessment day. Selected students will be asked to attend an assessment day as a second round of review.
2. After assessment day, all students’ applications and assessment will be evaluated and scored, and students will officially be selected.
3. If accepted, an IEP/Transition Plan will be developed with Project SEARCH as the placement with the IEP team for the 2025-26 school year. If enrolled in Project SEARCH, this will be the student’s final year of school.
4. If accepted, students must pass a criminal background check, drug screen, employment physical, provide up to date immunization records, blood test, and TB testing, if applicable to your host site.

Selection Priorities:

* Students who desire to gain competitive employment at the end of the Project SEARCH program.
* 18 – 22 age range, if turning 22 during the program you can apply.
* Students who are eligible for certification of completion or diploma.
* Students who will benefit from participation in a variety of internships.
* Students who are interested in using public transportation to access work and the local community.
* Families that support and encourage their child in gaining independence and employment.

## Project SEARCH Application Packet Checklist

\*PLEASE NOTE\*

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

[ ]  **Completed Application Packet- attached**

[ ]  **Current individualized education plan including Transition Plan & Goals (submitted by school district)**

[ ]  **High School Transcript (submitted by school district)**

[ ]  **Attendance Record (submitted by school district)**

[ ]  **School Personnel Survey - attached**

It is required that you provide the completed packet and required documents to your school case manager.

**Return completed packet to:**

Autumn Gabriel email to agabriel@rampcil.org

202 Market St.

Rockford, IL 61107

**The following section, pages 4-8 are to be completed by the applicant/parent or guardian/support person**

**Applicant information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Middle Last

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City Zip Code

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list your school case manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant age at start of program as of, September 2025: \_\_\_\_\_\_\_\_

Has applicant applied to Project SEARCH previously? Yes or No

Shirt size (unisex sizing) \_\_\_\_\_\_\_\_\_

**Parent/Guardian Information**

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: Same as above if not provide address below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City Zip Code

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work & Volunteer History**

Use the chart below to list any volunteer work, non-paid training, and paid work you have had.

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

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

* + - * Work in an integrated setting. This means you work with people with and without disabilities.
			* Are paid the typical wage for the job.
			* Work at least 16 hours each week (with the goal to work full time)
			* Work at a non-seasonal job

Are you willing to work 16 or more hours a week in an integrated setting after you finish Project SEARCH?

Where would you like to work after you finish Project SEARCH?

Does your family support your work goals?

**Additional Questions**

Please respond to the following questions in your own words. If someone is assisting you in completing this application, please ask that person to write your responses to the following questions in your own words. If you need additional space or wish to type your answers, please attach a separate piece of paper.

What are your greatest areas for improvement and what things have you done to accommodate or make improvement?

Why do you want to become a Project SEARCH Intern?

Please share with us any concerns you have participating in Project SEARCH and/or working in the community.

**Participation in the Program**

Project SEARCH follows a schedule, requiring interns to be at the business site, Embassy Suites or Mercyhealth, for 6 hours daily.

Are you able to participate Monday through Friday from 8:30 AM till 2:30 PM?

Yes or No If no, please explain:

If you take medications during these hours, are you able to administer them on your own?

Yes or No If no, please explain:

Are you willing and able to provide your own lunch at Project SEARCH? Yes or No( I need assistance)

**Transportation**

Interns will receive transportation to and from Project SEARCH by their host school. After the program finishes, the intern will look for a job in the community. Transportation training on the public bus system will be provided by staff.

How will the applicant get to employment after the program? (check all that apply)

\_\_\_ bicycle \_\_\_ own car

\_\_\_ walk \_\_\_ city cab/uber

\_\_\_ carpool \_\_\_ getting rides with family/friends

\_\_\_ city bus \_\_\_ other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Completion**

The person assisting (if applicable) the student to complete this application is:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equal Opportunity**

Project SEARCH placement will be made without regard to race, color, national origin, language of origin, disability, sexual orientation, gender identity or expression, or marital status.

**Trial Period**

A trial period ending **October 17th** will be required of all accepted enrollees. The applicant and/or parent/guardian (if applicable) agree to comply with this process. The applicant will abide by the Project SEARCH Handbook provided by Project SEARCH Staff.

**Permission for Review of Information**

Members from the Selection Committee will have access to the following:

* Application and any attachments
* Reference feedback designated on this application
* Records provided by references designated on the application
* Additional documentation needed

By signing below, I authorize these individuals to review this information and contact references for the purpose of informing the selection process.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

**The following section pages 10-13 are to be completed by referring school district.**

**School District Information**

Case manager or referral source name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School counselor Name/Email/Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the student have the necessary credits for graduation or certificate of completion? Yes or No (please circle)

**School Personnel Survey**

**To School Personnel:** Thank you for supporting your Project SEARCH applicant! Please take a few moments to respond to each section. The purpose of issuing this survey is to gain further insight about our applicants, to supplement information provided in the application, and to help guide discussion during the interview process. Your candid responses are invaluable and appreciated!

|  |  |
| --- | --- |
| **Please select one or more box and provide comments for each section** | **Comments** |
| Commitment to Community Employment | * Very committed to finding employment
* Interested in finding employment
* Unsure about working
* Not interested in working
 |  |
| Attendance | * No attendance concerns
* Only absent when it is an excused absence
* Misses school frequently
* Attendance is an area of concern
 |  |
| Independent Daily Living and Self Care Skills | * applicant practices and demonstrates daily living and self-care skills and is also able to take care of self-care needs independently.
* applicant demonstrates basic proficiency in daily living skills and self-care skills including toileting, feeding, taking meds, bathing, etc.
* applicant has participated in limited or informal training for daily living and self-care skills. S/he can demonstrate minimal skills in those areas including feeding and toileting.
* applicant has very poor or not independent daily living and self-care skills and relies on parents and staff for basic needs.
 |  |
| Appearance and Professional Presentation | * applicant possess good personal hygiene skills and will arrive to Project SERACH neat and clean according to dress code and weather
* applicant is neat, clean, and well-groomed but does not always make appropriate clothing choices based on dress code and weather.
* applicant wears neat and clean clothing and has appropriate grooming on most days.
* applicant requires assistance in making sure clean clothes are worn daily
 |  |
| Appropriate Social and Behavioral Skills | * applicant displays appropriate social and behavioral skills in all situations.
* applicant displays appropriate social and behavioral skills in most situations.
* applicant is appropriate in the presence of adult supervision but is not independent.
* applicant frequently displays inappropriate social/ behavioral skills
 |   |
| Interpersonal Communication | * applicant uses appropriate tone of voice, body language, and conversation topics.
* applicant engages in conversation independently but the topic is inappropriate.
* applicant engages in some conversation with prompts
* applicant has minimal understanding of interpersonal relationships
 |  |
| Verbal Communication | * applicant is able to communicate with others and be understood easily
* applicant can be understood with 1-2 repetitions or when asked to speak more clearly
* applicant is able to communicate effectively using assistive technology.
* applicant is unable to communicate clearly with others with or without assistive technology.
 |  |
| Problem Solving and Conflict Resolution | * applicant possesses good problem-solving skills and initiates problem solving independently
* applicant possesses good problem-solving skills.
* applicant has demonstrated capacity to expand problem solving and conflict resolution skills.
* applicant has difficulty in problem solving and conflict resolution

  |  |
| Physical AbilityMobilityStamina | * applicant has the mobility and stamina to perform all tasks independently.
* applicant can perform most tasks without taking breaks
* applicant has significant challenges but is able to perform tasks with accommodations and or limited assistance.
* applicant has significant mobility and stamina challenges.

  |  |
| Pace and Work Quality | * applicant is able to achieve both quality and quantity of work, is organized and completes work according to deadlines.
* applicant can achieve appropriate work pace but quality suffers.
* applicant seldom gets work finished in allotted time period because student is overly methodical.
* applicant seldom gets work finished in allotted time period because of low motivation.
 |  |
| Prior Work Experience | * applicant has had competitive work experience
* applicant has volunteer experience
* applicant has had one or more in school work experience
* applicant has no prior work experience
 |  |
| Academic Skills | * All academic skills are above a 4th grade level
* Student can read and comprehend material at or above a 2nd grade level
* Student has some basic academic skills such as file using two to three digits with numbers or letters
* Student cannot read or do simple computations.
 |  |
| Computer Skills | * applicant can utilize Microsoft products, can save, edit and retrieve documents with basic proficiency
* applicant can utilize some Microsoft products at a beginner level
* applicant can access internet, utilize search engines for information and for entertainment.
* applicant has no computer skills
 |  |
| Does this student have a behavior plan?  |
| Please describe any challenges that the applicant may experience in the work environment and what accommodations currently being used? |
| Does this student have a one-on-one staff? |

**Please return this completed packet by March 7th via email or mail:**

Autumn Gabriel or email to agabriel@rampcil.org

202 Market St.

Rockford, IL 61107