



Project SEARCH Rockford Embassy Suites & Mercyhealth

Intern Application 2026-2027

Thank you for your interest in Project SEARCH!!

***Please reach out to Autumn at 779-774-1028 or agabriel@rampcil.org if you have questions about this application or if you need assistance completing it.**

Project SEARCH is a transition to work program that lasts for one school year. The program serves young adults with intellectual and developmental disabilities that need an intensive year of career development, internship experience, and support to reach their goals. The program embraces interns that have other disabilities (such as physical and mental health disabilities) and challenges (such as poverty and homelessness) as well.

Entrance Criteria:

- At least 18 years old
- Enrolled in participating school
- Have a current IEP
- Eligible for Vocational Rehabilitation (VR) and RAMP services

Must get a flu shot and follow Mercyhealth vaccination requirements

Have a desire gain employment at the end of the program



There are 4 steps to the process

Step 1: You and your parent / guardian must complete this application. Then you must mail or email it.

Autumn Gabriel
202 Market St, Rockford IL 61107
Agabriel@rampcil.org; 779-774-1028

Step 2: The Project SEARCH Selection Team will:

- Gather documents (IEP) and information from your home school
- School staff member will fill out staff survey
- May complete parent/ guardian interviews

Step 3: If you are eligible to move forward, you must participate in the Skills Assessment Day.

- This is on March 10th, 2026, for Embassy Suites & March 13th, 2026, for Mercyhealth. Please put this date on your calendar. We will give you more details about this later.

Step 4: The Selection Team will:

- Review the Assessment Day and prior information, and then select the interns for the next year.
- Contact you and your parents / guardian & case manager to let you know if you are accepted.



Project SEARCH Application Packet Checklist

- Completed Student/ adult application form
- The Project SEARCH team may complete parent/guardian phone interviews (the team will contact you after your application is submitted to set this up).

The below tasks must be completed by your school:

- School Personnel Survey - attached
- Current individualized education plan including Transition Plan & Goals
(submitted by school district)

Return completed packet to:

Autumn Gabriel email to agabriel@rampcil.org

202 Market St. Rockford, IL 61107

Agabrieil@rampcil.org; 779-774-1028



Project SEARCH Intern Application

Please fill out this form. Your parents / guardian and someone from your school can help you, if needed. Before you fill out this form, please attend an information session, tour the program, and watch this video about Project SEARCH:

Contact Information

1. Student/Applicant

Name:

Home Address:

Phone Number(s):

Email:

Birthday:

2. Parent / Guardian

Name:

Home Address:

Phone Number(s):

Email:

3. What is your parent/guardian/support person's preferred method of contact?

Phone Call

Text

Email



4. Is someone besides parent or guardian helping you fill out this form?
- If yes, please list their name and email or phone number here:

- Yes
- No

Age and Credits

5. Age at the start of the program (mid-August 2025)

- 18
- 19
- 20
- 21
- 22

6. What is applicant's current status in school?

- I will have enough credits to graduate this year.
- I have already graduated and am in a transition program
- I will not have enough credits to graduate this year. (Students without enough credits to graduate will not be able to attend Project SEARCH, but can reapply once they have all their credits)

7. What is the name of the applicant's current High School?

8. Do you understand that, if you enrolled in Project SEARCH, it will be your last year in high school and that you will get your high school diploma or certificate of completion after you complete the program?

- Yes
- No

9. Who is your current Special Education teacher/Case Manager?



Competitive, Integrated Employment

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

The goal of Project SEARCH is to help you gain skills to get a job where you:

- Work in a setting that hires people with and without disabilities.
- Paid at least minimum wage for the job
- Work at least 16 hours each week (or more if desired) in a nonseasonal position
- Able to work independently and take direction

Use the chart below to list any volunteer work, school-related work experience (e.g., assisting in the lunchroom, delivering newspapers to classrooms), non-paid training, and paid employment. Be sure to include the workplace location, dates of employment, job responsibilities, and whether the position was paid or unpaid.

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

Self-Care, Regulation and Safety

Self-Care: How are the applicant's self-care skills? (Hygiene, toileting, setting up and eating meals)

- Limited requires ongoing support from family and/or staff.
- Displays some self-care skills but requires some level of support and/or encouragement/reinforcement.
- Independently demonstrates self-care skills in the workplace, including hygiene, toileting, setting up, and eating meals.
- Other:



Social Emotional Skills: Do you currently have any behaviors that might impact or affect a successful job placement or your time at Project SEARCH?

- Verbal Aggression (yelling, screaming, cursing, arguing, threatening yourself or others)
- Physical Aggression (hitting, kicking, throwing, breaking, slamming doors, self-injury)
- Elopement (running away, hiding, leaving premises/job site without permission)
- Hygiene noncompliance (refusal to shower, wear deodorant, brush teeth/hair, etc.)
- Excessive or inappropriate use of technology (phones, smart watches/devices, headphones, classroom Chromebook, etc.)
- Dishonesty (lying, cheating, stealing)
- Disrespecting personal boundaries or the confidential information of others
- Disruptive verbalizations: Tantrums, crying, excessive scripting, loud verbalizations
- Hyper fixations that affect focus/attention/performance/ or social appropriateness. (Example: Food, etc.)
- Can't be left alone and unsupervised
- Other:

Safety: Please describe the applicant's ability to navigate safely.

- Unable to recognize unsafe situations, unable to follow safety precautions and procedures. Response to safety events may be inappropriate. (Runs away, displays aggression towards self or others, etc.)
- Sometimes I am able to recognize unsafe situations. Receptive to teaching and can follow safety precautions and procedures and respond to safety events appropriately with adult support.
- Recognizes unsafe situations, follows safety precautions, and responds appropriately to safety events.



General Questions

What do you want us to know about you?

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

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



Project SEARCH AGREEMENT

Project SEARCH Intern Agreement: You and your parent / guardian will need to sign this agreement if you are accepted into the program. I understand that if I am accepted into the Project SEARCH program:

- I will attend the program every day from 8:30am to 2:30pm, following the RPS 205 calendar.
- I will follow the dress code, including maintaining excellent personal hygiene.
- I will come prepared and ready to work.
- I will complete at least two internships with Host site (Embassy Suites/ Mercyhealth)
- I understand that Project SEARCH is a one-year work experience training program.
- I understand that this is my last year of eligibility for school services.
- I will contact the Project SEARCH onsite team when I am absent or late.
- I will attend all meetings with my rehabilitation counselor, parents/family, and onsite staff.
- I will be an active participant in all meetings and will communicate any issues to the team.
- At completion of the program, I will receive my high school diploma or certificate from my host school site.
- I will actively pursue employment and apply for jobs.

I will follow all rules established by Project SEARCH and my host site (Embassy Suites/ Mercyhealth) and understand that I can be removed from the program if I do not follow the rules.



I understand that I am a guest at the hospital/hotel and that the hospital/hotel has the final say which could be removal from the program.

I have read the statements above. I agree with these terms. I accept my placement in the Project SEARCH program. I understand that my participation in Project SEARCH may end if I do not follow these terms.

Do you or your parents / guardian have any concerns with needing to sign the above agreement if you are accepted?

Yes

No

If yes, please explain:



School Personnel Survey

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

Additionally:

We are grateful for your efforts to assist the applicant in obtaining a copy of his/her current or most recent IEP to include with the application packet. Program staff may call you for information about the applicant. Please include the best number to reach you. If you need any assistance or have any questions while filling this out, please reach out to **Autumn Gabriel- agabriel@rampcil; 779-774-1028**

School District Information

Case manager or referral source name:

Agency/School:

Phone Number:

Email:

Will the student have all their graduation credits/requirements completed by the start of the Program August 2026.

Yes

No



SELF-CARE/SELF-DETERMINATION/ ABILITY

Please select one or more box and provide comments for each section		Comments
<p>Attendance How is the student's attendance this year? If there are excessive absences due to medical reasons etc., please indicate the reasons and number of absences in the "comment" box.</p>	<p><input type="checkbox"/> Needs Improvement The student has 10 or more absences or tardies. Many absences are unexcused.</p> <p><input type="checkbox"/> Okay. There are some unexcused absences or tardies. (5-9)</p> <p><input type="checkbox"/> Excellent! No attendance concerns. Only a few excused absences or tardies.</p>	
<p>Physical Needs: What physical tasks and activities may be challenging for the student?</p>	<p><input type="checkbox"/> Walking or standing for extended periods of time</p> <p><input type="checkbox"/> Lifting or carrying objects</p> <p><input type="checkbox"/> Climbing stairs</p> <p><input type="checkbox"/> Fine motor tasks (writing, typing, tying shoes, opening jars/containers)</p> <p><input type="checkbox"/> Physical endurance/stamina</p> <p><input type="checkbox"/> Hearing in noisy environments</p> <p><input type="checkbox"/> Seeing or reading small print or computer screens</p> <p><input type="checkbox"/> No physical concerns currently</p> <p><input type="checkbox"/> Other:</p>	



<p>Communication: Is the student able to communicate efficiently with his/her needs and wants in the classroom?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> has a limited ability to clearly communicate with others. <input type="checkbox"/> Can be understood and can understand others face to face, virtually and via phone with one or two repetitions or when asked to speak more clearly. <input type="checkbox"/> Clearly communicates with others face to face, virtually, and via phone. They understand others and are easily understood by others. <input type="checkbox"/> Other 	
<p>Productivity and Quality of Work: How is the applicant's ability to get their work done well and on time?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Seldom gets work done on time and/or has limited ability to follow task steps accurately, which leads to poor quality. <input type="checkbox"/> Pace and quality of work sometimes meets work standards. <input type="checkbox"/> able to achieve both quality and quantity of work and typically completes tasks on time. 	
<p>Initiative: How does the applicant show initiative?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Limited initiative may refuse to work or need constant support to begin and finish tasks. <input type="checkbox"/> Compliant with requests and can complete a task list with some prompts and reinforcements. <input type="checkbox"/> Takes pride in work and is excited to participate. 	
<p>Focus: How is the applicant's ability to focus on and complete preferred and non-preferred tasks?</p>	<p>Comments/ Answers</p>	



<p>Social: Please describe any concerns or barriers (if any regarding the applicant's social/interpersonal skills).</p>		
<p>Technology: Please describe the student's ability to monitor and limit their technology use (video games, phones, tablets, etc.)?</p>		
<p>Behavior: Do you have any concerns about the student's behavior? Examples may include, but are not limited to yelling, arguing, elopement, noncompliance, stealing, physical aggression, etc. Is this student able to use coping strategies with or without assistance? (please explain)</p>		
<p>Independence: Do you have any concerns about the student being able to complete tasks correctly and keep professional behavior, without direct supervision from staff?</p>		



<p>Strengths: Please describe the strengths that the applicant is likely to bring to the work environment.</p>		
<p>Challenges: Please describe any other challenges that the applicant may experience in the work environment.</p>		

Please return this completed packet by February 14th via email or mail:

Autumn Gabriel or email to agabriel@rampcil.org
 202 Market St.
 Rockford, IL 61107

