

# Project|SEARCH Mercyhealth Rockford

## Candidate Information & Application Packet 2020-2021

### 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:

1. **Submit the completed application to the address on the last page of this application packet by Friday, February 14<sup>th</sup>, 2020.**
2. The Selection Committee will review all applications and complete reference checks and a family phone interview prior to Assessment Day. Selected students will be asked to attend an Assessment Day as a second round of review.
3. After Assessment Day, all students' applications and assessment will be evaluated and scored and students will officially be selected.
4. If accepted, an IEP/Transition Plan will be developed with Project SEARCH as the placement with the IEP team for the 2020-21 school year. If enrolled in Project SEARCH, this will be the student's final year of school.
5. If accepted, students must pass a criminal background check, drug screen, employment physical, provide up to date immunization records, and TB testing.
6. If accepted, there will be a meeting with RAMP staff for an intake process that will be done over the summer months.

### Selection Priorities:

1. Students who desire to gain competitive employment at the end of the Project SEARCH program.
2. 18 – 21 age range.
3. Students who have finished their necessary credits for graduation/certification.
4. Students who will benefit from participation in a variety of internships.
5. Students who are interested in using public transportation to access work and the local community.
6. 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
- 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
- Parent/Guardian/Support Person Survey - attached
- Legal guardianship paperwork required if applicable

It is required that you provide the completed packet and required documents to your school case manager who will forward to Macy Kellenberger, Project SEARCH Coordinator.

### **Return completed packet to:**

Mercyhealth Human Resources Department  
Macy Kellenberger  
2400 N Rockton Ave  
Rockford, IL 61103  
(779)774-1027  
Mkellenberger@rampcil.org

# Mercyhealth Hospital – Rockton Ave Application Timeline for the 2020-2021 Program Year

**Deadline to Apply: February 14, 2020**

February 2020	Applications Due 2/14/2020
March 2020	Assessment & Interview Day at Mercyhealth Hospital on 3/3/2020
	Acceptance/Rejection Letters mailed by 3/6/2020
April/May 2020	IEP's written/updated to include Project SEARCH
	IL DHS/Vocational Rehabilitation determine eligibility & open files
Summer 2020	Summer engagement activities TBD
	RAMP intake TBD

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**The following section, pages 5 - 11 are to be completed by the applicant.**

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# Project SEARCH Mercyhealth Rockton Application for Admission

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## Applicant Information

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

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

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

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

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

Social Security # \_\_\_\_\_ (Required to enroll)

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

Applicant age at start of program as of, August 2020: \_\_\_\_\_

Circle: Male or Female

Is the applicant their own Guardian? Yes or No (Please provide documentation)

Has applicant applied to Project SEARCH previously? Yes or No

## 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: \_\_\_\_\_

## References

Please list three references who call – one reference should be from each category a family member, school, and community agency.

Name #1: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name #2: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name #3: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please list jobs you do/have done in school or in the community, including volunteer positions.

<b>Employer Name</b>		<b>Supervisor Name</b>	
<b>Job Title</b>		<b>Supervisor Phone</b>	
<b>Main Job Duties</b>		<b>Please Circle:</b>	PAID or UNPAID
<b>Dates worked:</b>			

<b>Employer Name</b>		<b>Supervisor Name</b>	
<b>Job Title</b>		<b>Supervisor Phone</b>	
<b>Main Job Duties</b>		<b>Please Circle:</b>	PAID or UNPAID
<b>Dates worked:</b>			

<b>Employer Name</b>		<b>Supervisor Name</b>	
<b>Job Title</b>		<b>Supervisor Phone</b>	
<b>Main Job Duties</b>		<b>Please Circle:</b>	PAID or UNPAID
<b>Dates worked:</b>			

## 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.

Tell us a little bit about yourself?

What are your strengths?

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?

The Project SEARCH selection process is competitive. Please describe the reasons why you should be selected to participate over other applicants.

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



Please describe stressors that occur at home or at school.

How do you handle situations that cause you stress?

Please give us an example of a time at home, school, or work that did not go as planned. What was the situation? How did you handle it?

Where do you see yourself in 5 years?

How do you spend the majority of your time now? (check all that apply)

High school       Paid Employment       Volunteer Work

Other, please describe:

Have you ever been fired from a job?  Yes  No If yes, please explain:

Have you ever quit a job?  Yes  No If yes, please explain:

Have you ever had difficulty getting along with a supervisor or co-worker on a job?  
\_\_\_ Yes \_\_\_ No If yes, please explain how you handled that:

Do you have any behaviors that might impact a successful job placement?  
\_\_\_ Yes \_\_\_ No If yes, please explain:

### **Participation in the Program**

Project SEARCH follows a schedule, requiring interns to be at the business site, Mercyhealth Hospital Rockton Avenue, for 6 hours daily.

Are you able to participate Monday through Friday from 8:30 AM till 2:30 PM?  
\_\_\_ Yes \_\_\_ No If no, please explain:

If you take medications during these hours, are you able to administer them on your own?  
\_\_\_ Yes \_\_\_ No If no, please explain:

### **Future Employment Preferences & Background**

How many hours do you want to be employed in the community upon completion of Project SEARCH?

What career(s) are you interested in and why?

### **Service Agencies**

Do you have a Vocational Rehabilitation (VR) counselor?  
Yes OR No If yes, please provide the name and phone number of your counselor:

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

Are you receiving Home Based Supports/funding through DHS – Division of Developmental Disabilities?  
Yes OR No

If no, are you on the PUNS (Prioritization of Urgency of Need for Services ) waiting list?  
Yes OR No



Do you receive services from other agencies? Yes OR No  
If yes, please list those agencies and whom you work with there:

## Transportation

The primary purpose of the Project SEARCH program is to provide interns 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.

When an applicant is offered and accepts a placement in Project SEARCH, it is critical that the applicant and those in his/her support system explore transportation options and, if necessary, identify and access travel training resources **prior to the start of the program year**. For interns who are traveling from areas without public transportation, the sponsoring school may assist in removing transportation barriers.

Please check all that apply:

- I know how to use public transportation.
- I am willing to learn to use public transportation.
- I use a door to door or paratransit system.
- I have a family member/support person who is willing to provide on-going transportation.
- I am eligible for transportation assistance through a local or state program.
- I plan to use district provided transportation.
- I have my own drivers license and,
  - may be able to provide my own transportation to/from Project SEARCH.
  - am not able to provide my own transportation to/from Project SEARCH.
- Other transportation options I have identified are:

## 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 September 30<sup>th</sup> 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 Mercyhealth 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 13-14 are to be completed by the student's parent, guardian, or support person.**

# Parent/Guardian/Support Person Survey

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Applicant Name

Date

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Person Completing Survey

Relationship

**By checking this box you acknowledge that this is a year round program that utilizes school breaks as part of the program.**

Not all of the sections or choices in this survey may be directly relevant to the applicant, but please complete those sections and choices that best reflect your concerns and thoughts about adult life for the applicant. Completing this survey will help the Project SEARCH Mercyhealth Team to better understand your and the applicant's expectations for the future.

## Additional Questions

1. In what areas does the applicant have the greatest room for improvement? (EX. Goal setting, decision making, budgeting)

2. Are there any additional support people that are involved in the applicant's life? If so, how can they provide input to the selection committee in regards to the applicant? Please explain.

3. Please explain how you intend to support your intern throughout Project SEARCH and into employment?

4. There are various meetings throughout the year that will be required for a family member to attend, do you have any concerns with this?

5. Does the applicant have any on-going commitments that would interfere with the Project SEARCH program or future employment?

**CAREER & EMPLOYMENT**

1. Following the PROJECT SEARCH program, you anticipate the applicant will work in:
- |  |   |
|--|---|
| <input type="checkbox"/> full time employment                | <input type="checkbox"/> center/workshop                |
| <input type="checkbox"/> part time employment                | <input type="checkbox"/> volunteer work                 |
| <input type="checkbox"/> supported employment/with job coach | <input type="checkbox"/> do not expect my child to work |
- other: \_\_\_\_\_

2. What type of work is the applicant interested in:

Do you feel that this a realistic goal? YES or NO

4. What type of employment do YOU think he or she would excel in?

6. What type of support or assistance do you think the applicant will need in finding and maintaining a job? (check all that apply)

- |   |
|---|
| <input type="checkbox"/> will not need any support                                      |
| <input type="checkbox"/> assistance only when problems or new situations arise          |
| <input type="checkbox"/> help finding a job   |
| <input type="checkbox"/> on-going support to perform the job (personal care assistance) |
| <input type="checkbox"/> time limited support to learn the job (extra training)         |
| <input type="checkbox"/> long term support needed to learn the job (ongoing training)   |

**TRANSPORTATION**

How will the applicant get to the program site and to employment after the program?

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> bicycle  | <input type="checkbox"/> own car                           |
| <input type="checkbox"/> walk     | <input type="checkbox"/> city cab/uber                     |
| <input type="checkbox"/> carpool  | <input type="checkbox"/> getting rides with family/friends |
| <input type="checkbox"/> city bus | <input type="checkbox"/> other: _____                      |



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**The following section pages 16-20 are to be completed by referring school district.**

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## School District Information

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

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

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

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

Please attach:

\_\_\_ High school transcript

\_\_\_ Previous two year's discipline record

\_\_\_ Most recent report card

\_\_\_ Attendance Record

\_\_\_ IEP

Comments Regarding Attendance

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Comments Regarding Work Performance

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Referral Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

School Administrator Approval Signature: \_\_\_\_\_

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

## School Personnel Survey

**To applicant: Please take this survey to your case manager. He/she will complete the form and submit it directly to Project SEARCH.**

**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!

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 be19st number to reach you.

School Personnel Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

School District/High School: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Please select one or more box and provide comments for each section		Comments
Commitment to Community Employment	<input type="checkbox"/> applicant is <u>unsure</u> of interest in community employment but parent is supportive & encouraging <input type="checkbox"/> applicant is <u>sure</u> of interest in community employment but parent is apprehensive and or non supportive <input type="checkbox"/> applicant and family are committed to seeking community employment	
Attendance	<input type="checkbox"/> 10+ unexcused absences <input type="checkbox"/> 10+ excused and unexcused absences or tardies within the past school year <input type="checkbox"/> 5-10 excused and unexcused absences or tardies within the past school year <input type="checkbox"/> 1-5 excused absences or tardies within the past school year <input type="checkbox"/> No absences or tardies within the past school year	

<p><b>Independent Daily Living and Self Care Skills</b></p>	<p><input type="checkbox"/> applicant has very poor or not independent daily living and self care skills and relies on parents and staff for basic needs.</p> <p><input type="checkbox"/> applicant has not been exposed to any daily living skills training but displays some skills in these areas.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> applicant demonstrates basic proficiency in daily living skills and self care skills including toileting, feeding, taking meds, bathing, etc.</p> <p><input type="checkbox"/> applicant practices and demonstrates daily living and self care skills such as cooking, sleeping, budgeting, handling money, and is also able to take care of self care needs independently.</p>	
<p><b>Appearance and Professional Presentation</b></p>	<p><input type="checkbox"/> applicant requires assistance in making sure clean clothes are worn daily</p> <p><input type="checkbox"/> applicant wears neat and clean clothing and has appropriate grooming on most days.</p> <p><input type="checkbox"/> applicant is neat, clean, and well groomed but does not always make appropriate clothing choices based on dress code and weather.</p> <p><input type="checkbox"/> applicant possess good personal hygiene skills and will arrive to Project SERACH neat and clean according to dress code and weather</p>	
<p><b>Transportation</b> *check all that apply</p>	<p><input type="checkbox"/> family is willing to provide on-going transportation to the Project SEARCH community work site.</p> <p><input type="checkbox"/> applicant is eligible for door to door or paratransit system and is willing to use.</p> <p><input type="checkbox"/> applicant can utilize public transportation and is willing to use.</p> <p><input type="checkbox"/> transportation will need to be worked out with the family and the school</p> <p><input type="checkbox"/> transportation may be a barrier for this student.</p>	
<p><b>Appropriate Social and Behavioral Skills</b></p>	<p><input type="checkbox"/> applicant frequently displays inappropriate social/behavioral skills</p> <p><input type="checkbox"/> applicant periodically displays inappropriate social/behavioral skills</p> <p><input type="checkbox"/> applicant is appropriate in the presence of adult supervision but is not independent.</p> <p><input type="checkbox"/> applicant displays appropriate social and behavioral skills in most situations.</p> <p><input type="checkbox"/> applicant displays appropriate social and behavioral skills in all situations.</p>	
<p><b>Interpersonal Communication</b></p>	<p><input type="checkbox"/> applicant has minimal understanding of interpersonal relationships</p> <p><input type="checkbox"/> applicant uses appropriate body language but does not engage in appropriate communication.</p> <p><input type="checkbox"/> applicant engages in some conversation with prompts</p> <p><input type="checkbox"/> applicant engages in conversation independently but the topic is inappropriate.</p> <p><input type="checkbox"/> applicant uses appropriate tone of voice, body language, and conversation topics.</p>	

Verbal Communication	<input type="checkbox"/> applicant is unable to communicate clearly with others with assistive technology. <input type="checkbox"/> applicant is able to communicate effectively using assistive technology. <input type="checkbox"/> applicant can be understood with 1-2 repetitions or when asked to speak more clearly. <input type="checkbox"/> applicant is able to communicate with others and be understood easily	
Problem Solving and Conflict Resolution	<input type="checkbox"/> applicant has difficulty in problem solving and conflict resolution <input type="checkbox"/> applicant has demonstrated capacity to expand problem solving and conflict resolution skills. <input type="checkbox"/> applicant possesses good problem solving skills. <input type="checkbox"/> applicant possesses good problem solving skills and initiates problem solving independently.	
Physical Ability Mobility Stamina	<input type="checkbox"/> applicant has significant mobility and stamina challenges. <input type="checkbox"/> applicant has significant challenges but is able to perform tasks with accommodations and or limited assistance. <input type="checkbox"/> applicant has the mobility and stamina to perform all tasks independently.	
Pace and Work Quality	<input type="checkbox"/> applicant seldom gets work finished in allotted time period because of low motivation. <input type="checkbox"/> applicant seldom gets work finished in allotted time period because student is overly methodical. <input type="checkbox"/> applicant can achieve appropriate work pace but quality suffers. <input type="checkbox"/> applicant is able to achieve both quality and quantity of work, is organized and completes work according to deadlines.	
Employability Skills	<input type="checkbox"/> applicant has not been exposed to any employability training. <input type="checkbox"/> applicant has participated in limited or informal employability training. <input type="checkbox"/> applicant has had 1+years of employability skills training.	
Prior Work Experience	<input type="checkbox"/> applicant has no prior work experience <input type="checkbox"/> applicant has had one or more in school work experience <input type="checkbox"/> applicant has volunteer experience <input type="checkbox"/> applicant has had competitive work experience	
Academic Skills	<input type="checkbox"/> Student cannot read or do simple computations. <input type="checkbox"/> Student has some basic academic skills such as rote counting and can file using two to three digits with numbers or letters <input type="checkbox"/> Student can read simple functional information and can perform simple math computations, with or without a calculator. <input type="checkbox"/> Student can read and comprehend material at or above a 2 <sup>nd</sup> grade level, can tell time with a clock or analog watch to five minutes and count money/make change. <input type="checkbox"/> All academic skills are above a 4 <sup>th</sup> grade level.	

Computer Skills	<input type="checkbox"/> applicant has no computer skills <input type="checkbox"/> applicant has basic knowledge of keyboard/keyboard functions <input type="checkbox"/> applicant can access internet, utilize search engines for information and for entertainment. <input type="checkbox"/> applicant can utilize some Microsoft products at a beginner level <input type="checkbox"/> applicant can utilize Microsoft products, can save, edit and retrieve documents with basic proficiency	
Please comment on the applicant's interest in completing training for a career path:		
Please describe particular strengths that the applicant is likely to bring to the work environment:		
Please describe particular challenges that the applicant may experience in the work environment:		
Type of successful placement envisioned:		
Other thoughts:		

**Please return this completed questionnaire to Macy Kellenberger by February 14<sup>th</sup>, 2020 via email or mail:**

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**Mercyhealth Rockton Human Resources Department**

Macy Kellenberger, Project SEARCH Coordinator  
Mkellenberger@rampcil.org  
2400 N Rockton Ave  
Rockford, IL 61103  
**(779)774-1027**



**\*\*Additional copy of this page is intended for the intern to keep for their records\*\***

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