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 14th, 2020.**
   - 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.

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 2020-21 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, and TB testing.**

5. **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

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>February 2020</td>
<td>Applications Due 2/14/2020</td>
</tr>
<tr>
<td>March 2020</td>
<td>Assessment &amp; Interview Day at Mercyhealth Hospital on 3/3/2020</td>
</tr>
<tr>
<td></td>
<td>Acceptance/Rejection Letters mailed by 3/6/2020</td>
</tr>
<tr>
<td>April/May 2020</td>
<td>IEP’s written/updated to include Project SEARCH</td>
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<td>IL DHS/Vocational Rehabilitation determine eligibility &amp; open files</td>
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<tr>
<td>Summer 2020</td>
<td>Summer engagement activities TBD</td>
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<td></td>
<td>RAMP intake TBD</td>
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</table>
The following section, pages 5 - 11 are to be completed by the applicant.
Project SEARCH Mercyhealth Rockton
Application for Admission

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.

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Supervisor Name</th>
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<tbody>
<tr>
<td>Job Title</td>
<td>Supervisor Name</td>
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<td></td>
<td>Supervisor Phone</td>
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<tr>
<td>Main Job Duties</td>
<td>Please Circle: PAID or UNPAID</td>
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<tr>
<td>Dates worked:</td>
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</table>
**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 30th 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.
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:
   ___ full time employment  ___ part time employment  ___ supported employment/with job coach
   ___ center/workshop  ___ volunteer work  ___ another: _________________________________
   ___ do not expect my child to work

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)
   ___ will not need any support
   ___ assistance only when problems or new situations arise
   ___ help finding a job
   ___ on-going support to perform the job (personal care assistance)
   ___ time limited support to learn the job (extra training)
   ___ 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?
   ___ bicycle  ___ own car
   ___ walk  ___ city cab/uber
   ___ carpool  ___ getting rides with family/friends
   ___ city bus  ___ other:____________________
*This page is intended to be blank*
The following section pages 16-20 are to be completed by referring school district.
School District Information

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_____________________________________________________

Comments Regarding Work Performance_____________________________________________

Referral 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 best number to reach you.

School Personnel Name: ___________________________ Title: ___________________________
Email: ___________________________________ Phone: ___________________________
School District/High School: ________________________ Applicant Name: ________________________

<table>
<thead>
<tr>
<th>Please select one or more box and provide comments for each section</th>
<th>Comments</th>
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<tbody>
<tr>
<td><strong>Commitment to Community Employment</strong></td>
<td></td>
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<tr>
<td>□ applicant is unsure of interest in community employment but parent is supportive &amp; encouraging</td>
<td></td>
</tr>
<tr>
<td>□ applicant is sure of interest in community employment but parent is apprehensive and or non supportive</td>
<td></td>
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<tr>
<td>□ applicant and family are committed to seeking community employment</td>
<td></td>
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<tr>
<td><strong>Attendance</strong></td>
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<tr>
<td>□ 10+ unexcused absences</td>
<td></td>
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<tr>
<td>□ 10+ excused and unexcused absences or tardies within the past school year</td>
<td></td>
</tr>
<tr>
<td>□ 5-10 excused and unexcused absences or tardies within the past school year</td>
<td></td>
</tr>
<tr>
<td>□ 1-5 excused absences or tardies within the past school year</td>
<td></td>
</tr>
<tr>
<td>□ No absences or tardies within the past school year</td>
<td></td>
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</tbody>
</table>
| Independent Daily Living and Self Care Skills | □ applicant has very poor or not independent daily living and self care skills and relies on parents and staff for basic needs.  
□ applicant has not been exposed to any daily living skills training but displays some skills in these areas.  
□ 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 demonstrates basic proficiency in daily living skills and self care skills including toileting, feeding, taking meds, bathing, etc.  
□ 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. |
| Appearance and Professional Presentation | □ applicant requires assistance in making sure clean clothes are worn daily  
□ applicant wears neat and clean clothing and has appropriate grooming on most days.  
□ applicant is neat, clean, and well groomed but does not always make appropriate clothing choices based on dress code and weather.  
□ applicant possess good personal hygiene skills and will arrive to Project SERACH neat and clean according to dress code and weather |
| Transportation *check all that apply | □ family is willing to provide on-going transportation to the Project SEARCH community work site.  
□ applicant is eligible for door to door or paratransit system and is willing to use.  
□ applicant can utilize public transportation and is willing to use.  
□ transportation will need to be worked out with the family and the school  
□ transportation may be a barrier for this student. |
| Appropriate Social and Behavioral Skills | □ applicant frequently displays inappropriate social/behavioral skills  
□ applicant periodically displays inappropriate social/behavioral skills  
□ applicant is appropriate in the presence of adult supervision but is not independent.  
□ applicant displays appropriate social and behavioral skills in most situations.  
□ applicant displays appropriate social and behavioral skills in all situations. |
| Interpersonal Communication | □ applicant has minimal understanding of interpersonal relationships  
□ applicant uses appropriate body language but does not engage in appropriate communication.  
□ applicant engages in some conversation with prompts  
□ applicant engages in conversation independently but the topic is inappropriate.  
□ applicant uses appropriate tone of voice, body language, and conversation topics. |
<table>
<thead>
<tr>
<th>Verbal Communication</th>
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<tbody>
<tr>
<td>☐ applicant is unable to communicate clearly with others with assistive technology.</td>
<td></td>
</tr>
<tr>
<td>☐ applicant is able to communicate effectively using assistive technology.</td>
<td></td>
</tr>
<tr>
<td>☐ applicant can be understood with 1-2 repetitions or when asked to speak more clearly.</td>
<td></td>
</tr>
<tr>
<td>☐ applicant is able to communicate with others and be understood easily</td>
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<tr>
<th>Problem Solving and Conflict Resolution</th>
<th></th>
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<tbody>
<tr>
<td>☐ applicant has difficulty in problem solving and conflict resolution</td>
<td></td>
</tr>
<tr>
<td>☐ applicant has demonstrated capacity to expand problem solving and conflict resolution skills.</td>
<td></td>
</tr>
<tr>
<td>☐ applicant possesses good problem solving skills.</td>
<td></td>
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<tr>
<td>☐ applicant possesses good problem solving skills and initiates problem solving independently.</td>
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<thead>
<tr>
<th>Physical Ability Mobility Stamina</th>
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<tbody>
<tr>
<td>☐ applicant has significant mobility and stamina challenges.</td>
<td></td>
</tr>
<tr>
<td>☐ applicant has significant challenges but is able to perform tasks with accommodations and or limited assistance.</td>
<td></td>
</tr>
<tr>
<td>☐ applicant has the mobility and stamina to perform all tasks independently.</td>
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<thead>
<tr>
<th>Pace and Work Quality</th>
<th></th>
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<tbody>
<tr>
<td>☐ applicant seldom gets work finished in allotted time period because of low motivation.</td>
<td></td>
</tr>
<tr>
<td>☐ applicant seldom gets work finished in allotted time period because student is overly methodical.</td>
<td></td>
</tr>
<tr>
<td>☐ applicant can achieve appropriate work pace but quality suffers.</td>
<td></td>
</tr>
<tr>
<td>☐ applicant is able to achieve both quality and quantity of work, is organized and completes work according to deadlines.</td>
<td></td>
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<table>
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<tr>
<th>Employability Skills</th>
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<tbody>
<tr>
<td>☐ applicant has not been exposed to any employability training.</td>
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</tr>
<tr>
<td>☐ applicant has participated in limited or informal employability training.</td>
<td></td>
</tr>
<tr>
<td>☐ applicant has had 1+years of employability skills training.</td>
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<tr>
<th>Prior Work Experience</th>
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<tbody>
<tr>
<td>☐ applicant has no prior work experience</td>
<td></td>
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<tr>
<td>☐ applicant has had one or more in school work experience</td>
<td></td>
</tr>
<tr>
<td>☐ applicant has volunteer experience</td>
<td></td>
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<tr>
<td>☐ applicant has had competitive work experience</td>
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<tr>
<th>Academic Skills</th>
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<tbody>
<tr>
<td>☐ Student cannot read or do simple computations.</td>
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</tr>
<tr>
<td>☐ Student has some basic academic skills such as rote counting and can file using two to three digits with numbers or letters</td>
<td></td>
</tr>
<tr>
<td>☐ Student can read simple functional information and can perform simple math computations, with or without a calculator.</td>
<td></td>
</tr>
<tr>
<td>☐ Student can read and comprehend material at or above a 2&lt;sup&gt;nd&lt;/sup&gt; grade level, can tell time with a clock or analog watch to five minutes and count money/make change.</td>
<td></td>
</tr>
<tr>
<td>☐ All academic skills are above a 4&lt;sup&gt;th&lt;/sup&gt; grade level.</td>
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<tr>
<td>Computer Skills</td>
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<tr>
<td>□ applicant has no computer skills</td>
<td></td>
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<tr>
<td>□ applicant has basic knowledge of keyboard/keyboard functions</td>
<td></td>
</tr>
<tr>
<td>□ applicant can access internet, utilize search engines for information and for entertainment.</td>
<td></td>
</tr>
<tr>
<td>□ applicant can utilize some Microsoft products at a beginner level</td>
<td></td>
</tr>
<tr>
<td>□ applicant can utilize Microsoft products, can save, edit and retrieve documents with basic proficiency</td>
<td></td>
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</tbody>
</table>

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 14th, 2020 via email or mail:

Mercyhealth Rockton Human Resources Department

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

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8. 18 – 21 age range
9. Students who have finished their necessary credits for graduation/certification
10. Students who will benefit from participation in a variety of internships
11. Students who are interested in using public transportation to access work and the local community
12. Families that support and encourage their child in gaining independence and employment