

Project | SEARCH-HOWARD

Candidate Application
2018-2019

A partnership with Howard County Government,
The Arc of Howard County, Howard County
Public School System, DORS, and
Howard County Autism Society



Candidate Name: _____

Address: _____

Phone: _____

Email Address: _____

High School Current School/Program: _____

www.projectsearch.us

To request accommodations or alternative formats of material, please contact the HCPSS Department of Special Education at 410-313-5355.



Project SEARCH-HOWARD

Process Overview



The purpose of this application packet is to gather information on the skills of Project SEARCH student candidates. The application enables the Selection Committee* to properly assess each student candidate's interests, skills, abilities and past experiences. A parent, student, counselor, teacher or employer may also be contacted by the Selection Committee to gather additional information. The goal is to select students who will be successful in the Project SEARCH program and reach the outcome of competitive employment upon completion of the program.

The Selection Process includes the following procedural steps:

1. The completed application must be received by Janice Yetter no later than **Friday March 1, 2018** . Please mail or hand deliver to Janice Yetter, County Diagnostic Center, 5451 Beaverkill Road, Columbia, MD 21044.
2. Prospective students must attend ONE of the **skills assessment/interview days** to be held on **March 26, 28 & 29, 2018** at the Thomas Dorsey Building, 9250 Bendix Road, Columbia, MD 21045. ***A parent must accompany the student for the assessment. This day counts as a college visit for school purposes.*** You will be given a form for an excused absence.
3. The Selection Committee will review the applications, and all students will get notice of their status via mail by April 30, 2018.
4. If accepted, the student and a parent or guardian will be invited to an information night to be held in the end of May 2018.
5. If accepted, each student must pass a criminal background check and drug screen.
6. If you have any questions, please contact Terri Savage, Coordinator of Special Education 410-313-5350 or Janice Yetter, Instructional Facilitator for High Schools 410-313-5355.

* The Selection Committee will include the Host Site Liaison from Howard County Government, Project SEARCH Howard County Public School System (HCPSS) Liaison, representatives from Division of Rehabilitation Services (DORS) (vocational rehabilitation), the Arc of Howard County and other agency/school system representatives.

Project SEARCH-HOWARD Entrance Characteristics



Students must ...

- X Be at least 18 years of age and entering their last year in the Howard County Public School System (either after 12th grade or at age 21).
- X Meet eligibility requirements for DORS (vocational rehabilitation).
- X Meet eligibility requirements for the Developmental Disabilities Administration(DDA).
- X Demonstrated ability to perform job tasks for several hours without direct supervision.
- X Maintain appropriate behavior and social skills in the workplace or school setting.
- X Take direction from supervisors.
- X Be able to communicate effectively.
- X Demonstrate good attendance.
- X Be able to pass a drug screening, criminal background check and have up-to-date immunizations.
- X **Have the desire and plan to work competitively in the community at the conclusion of the Project SEARCH program.**

Project SEARCH-HOWARD Timeline



- 🕒 **January 18, 2018 & February 1, 2018:**
Project SEARCH Parent Information Night
6:30 to 7:30pm
OLD Cedar Lane Building
Redwood Room
5451 Beaverkill Road
Columbia, MD 21044

- 🕒 **March 1, 2018:** Project SEARCH applications due to:
Janice Yetter
Department of Special Education
5451 Beaverkill Road
Columbia, MD 21044

- 🕒 **March 26, 2018**
March 28, 2018
March 29, 2018
Student Skills Assessment & Interview
Thomas Dorsey Building
9250 Bendix Road
Columbia, MD 21045

- 🕒 **April 30, 2018:** Acceptance notices mailed to families

- 🕒 **May/June 2018:** Project SEARCH Welcome Meeting for interns and parents

- 🕒 **August 2018:** New Student & Family Orientation evening
The Arc of Howard County
11735 Homewood Road
Ellicott City, MD 21042

- 🕒 **September 2018:** First day of Project SEARCH academic year

Project SEARCH-HOWARD Application



A. APPLICANT PERSONAL INFORMATION:

Name: _____
Last First Middle

SS# or ID#: _____

CURRENT SCHOOL/PROGRAM _____

Address: _____
Street City Zip Code

E-mail Address: _____ Cell/Home Phone: _____

Date of Birth: _____ Male Female

PARENT/GUARDIAN PERSONAL INFORMATION:

Name: _____ E-mail: _____

Address: _____
Street City Zip Code

Cell/Home Phone: _____ Work Phone: _____

B. STUDENT/PARENT INFORMATION:

1. Acceptance into the Project SEARCH Program is dependent upon successful completion of the application and acceptance by the Project SEARCH Selection Committee.
2. Release: The student records of the applicant will be reviewed by the Project SEARCH program staff and Selection Committee Team Members.
3. Equal Opportunity: Career placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

APPLICANT NAME: _____

C. EMPLOYMENT BACKGROUND:

When you are hired for paid employment, do you want to work Full time Part time

Do you plan to work during the school year, in addition to being in the Project SEARCH Program? Yes No

If yes, where? _____ How many days/hours? _____

List jobs you do or have done in school or in the community. List most recent first:

Start Date:	Employer		Paid Employment	Yes	No
	Supervisor		Contact Number		
End Date:	Task 1		Task 2		
	Task 3		Task 4		

Start Date:	Employer		Paid Employment:	Yes	No
	Supervisor		Contact Number:		
End Date:	Task 1		Task 2		
	Task 3		Task 4		

Start Date:	Employer		Paid Employment	Yes	No
	Supervisor		Contact Number		
End Date:	Task 1		Task 2		
	Task 3		Task 4		

Start Date:	Employer		Paid Employment	Yes	No
	Supervisor		Contact Number		
End Date:	Task 1		Task 2		
	Task 3		Task 4		

Have you ever been fired from, let go from, or asked to resign from a job?

Yes No

If yes, please explain:

Have you ever quit a job?

Yes No

If yes, please explain:

APPLICANT NAME: _____

D. SERVICE AGENCIES:

Do you have a Division of Rehabilitation Services Counselor?

Yes Name _____ Phone Number _____
No

Do you have a Service Coordinator from the Developmental Disabilities Administration?

Yes Name _____ Phone Number _____
No

E. APPLICANT RESPONSE QUESTION:

Why do you want to come to Project SEARCH? *Complete in your own words or have someone write your thoughts for you, using your own words. Instead of a written response, feel free to submit using another media (video, ppt, etc).*

APPLICANT NAME: _____

F. REFERENCES:

List Two Non-Family References (School, personal or work)

	Name	Title	Phone Number	Email Address
1.				
2.				

G. SELECT INTERVIEW/ASSESSMENT DATE:

March 26, 2018 March 28, 2018 March 29, 2018
* You will be contact for an interview time on one of these dates.

H. PREPARER:

If this application has been completed by someone other than the student, please provide the following information and sign:

Name Title Phone Number Date

Signature

**Project SEARCH-HOWARD
School Reference Sheet
(to be completed by case manager)**



REFERRAL SOURCE INFORMATION:

APPLICANT: _____

School/Program: _____

Days Absent: This year _____ Previous year _____

Days Tardy: This year _____ Previous year _____

Comments about attendance:

Comments about school or work performance:

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Title: _____

This page should be completed and mailed to Janice Yetter, Department of Special Education, 5451 Beaverkill Road, Columbia, MD 21044, by March 1, 2018.

Project SEARCH-HOWARD

Work Reference Sheet

(to be completed by work supervisor)



REFERRAL SOURCE INFORMATION:

Student: _____ **School/Program:** _____

Days Absent: Current Year _____ Previous Year _____

Days Tardy: Current Year _____ Previous Year _____

Comments regarding attendance:

Comments regarding work performance:

Other comments:

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Title: _____

This page should be completed and mailed to Janice Yetter, Department of Special Education, 5451 Beaverkill Road, Columbia, MD 21044, by March 1, 2018.

Project SEARCH-HOWARD Personal Reference Sheet



APPLICANT NAME: _____

How long have you known the applicant? _____

Please explain how you know the applicant _____

Describe the strengths of this applicant _____

Other comments _____

Signature: _____ Date: _____

Print
Name: _____

Title: _____

This page should be completed and mailed to Janice Yetter, Department of Special Education,
5451 Beaverkill Road, Columbia, MD 21044, by March 1, 2018.

Health Form

Medications taken by student:

Medication	Dosage	Time of day

List any health or medical issues that may impact a successful job placement:

Please list any other challenges or limitations that impact your ability to keep a job:

Please share any accommodations needed:

Project SEARCH-HOWARD Application Packet Checklist



PLEASE NOTE

**ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT
FOR THE APPLICATION TO BE CONSIDERED.
IF YOU NEED ASSISTANCE COMPILING THIS INFORMATION,
PLEASE CONTACT JANICE YETTER AT 410-313-5355 or
janice_yetter@hcpss.org**

Completed Application Packet

**Three completed references (school reference, work reference,
personal reference**