

Project | SEARCH

Candidate Application
2016-2017

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 Office of Special Education at 410-313-5355.



Project | SEARCH



Project SEARCH 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 Wednesday, March 2, 2016. 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 days to be held on Thursday, March 3, 2015 9:30am-11:30am or Thursday, March 10, 2016 12pm-2pm at the 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. If school is cancelled due to weather conditions, the event will be rescheduled. If there is a delay in school starting times, the assessment will begin at 10:30am on 3/5.
3. The Selection Committee will review the applications, and all students will get notice of their status via mail in late March.
4. If accepted, the student and a parent or guardian will be invited to an information night to be held in April.
5. If accepted, each student must pass a criminal background check and drug screen.
6. If you have any questions, please contact Judy Pattik, 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 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 Have independent personal hygiene and grooming skills.
- X Have independent daily living skills.
- 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 Timeline



- 🕒 **Spring 2016:** Project SEARCH Parent Information Night 7:00pm-8:30pm
Howard County Board of Education Building, Board Rooms A and B
10910 Route 108
Ellicott City, MD 21042
- 🕒 **March 2, 2016:** Project SEARCH applications due to:
Janice Yetter
Department of Special Education
5451 Beaverkill Road
Columbia, MD 21044
- 🕒 **March 3, 2016 9:30am-11:30am or March 10, 2016 12pm-2pm:**
Student Skills Assessment & Interview Dorsey Building
9250 Bendix Road
Columbia, MD 21045
- 🕒 **March 27, 2016:** Acceptance notices mailed to families
- 🕒 **April 2016:** Project SEARCH Welcome Meeting for students and parents
- 🕒 **August 2016:** New Student & Family Orientation 5:30pm-7:00pm
The Arc of Howard County
11735 Homewood Road
Ellicott City, MD 21042
- 🕒 **August 2016:** First day of Project SEARCH academic year



Project SEARCH Application



A. APPLICANT PERSONAL INFORMATION:

Name: _____
Last First Middle

SS# or ID#: _____

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: _____

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:

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. INDEPENDENT LIVING:

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 School Reference Sheet
(to be completed by case manager)**



REFERRAL SOURCE INFORMATION:

Student: _____

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 2, 2016.

Project SEARCH 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 2, 2016.

Project SEARCH Personal Reference Sheet



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 2, 2016.

Project SEARCH 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)**

