Project|SEARCH-HOWARD

Candidate Application 2022-2023

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:

School Email Address:

Current School or Program:

To request accommodations or alternative formats of material, please contact Department of Special Education Secretary, Amy Higgins, amy_higgins@hcpss.org.

This page should be completed and emailed to Amy Higgins, amy_higgins@hcpss.org, by Friday, March 18, 2022

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 Missie Baxter no later than **Friday, March 18, 2022**. Please email to Department of Special Education Secretary, Amy Higgins (amy_higgins@hcpss.org).
2. Prospective students must attend ONE of the **virtual interview days** to be held in April 2022. *This day counts as a college visit for school purposes*. You can request a form for an excused absence.
3. The Selection Committee will review the applications, and all students will receive notice of their status via email within two weeks of the interview date**.**
4. If accepted, each student must pass a criminal background check and drug screen.
5. **Please contact the Division of Rehabilitation Services (DORS) to confirm Vocational Rehabilitation (VR) eligibility before applying to Project SEARCH.**
    Columbia DORS Office Supervisor: Kimberley Daniels, kimberlyj.daniels@maryland.gov
6. For application questions, please contact Missie Baxter, High School Instructional Facilitator, missie_baxter@hcpss.org, or Dawson Robertson, Transition Coordinator, dawson_robertson@hcpss.org.

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

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Project SEARCH-HOWARD
Entrance Characteristics

To be accepted into Project SEARCH, students must

- 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).
- Meet eligibility requirements for Vocational Rehabilitation (VR) services from DORS.
- Meet eligibility requirements for the Developmental Disabilities Administration (DDA).
- Demonstrate the ability to perform job tasks for several hours without direct supervision.
- Maintain appropriate behavior and social skills in the workplace or school setting.
- Take direction from supervisors and job coaches.
- Be able to communicate effectively.
- Demonstrate good attendance.
- Be able to pass a criminal background check and have up-to-date immunizations. COVID-19 vaccinations are required for most internship sites.
- **Have the desire and plan to work competitively in the community at the conclusion of the Project SEARCH program.**

Project SEARCH-HOWARD
Timeline

🕐 **March 18, 2022:** Project SEARCH applications due to:
  Amy Higgins, amy_higgins@hcpss.org
🕐 **April 2022:** Virtual Student Interview
🕐 **April 2022:** Acceptance notices emailed to families (IEP meetings to follow)
🕐 **August 2022:** Project SEARCH Welcome Event for interns and parents

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Project SEARCH-HOWARD Application

A. APPLICANT PERSONAL INFORMATION:

Name:
Address:
Email Address:
Cell Phone Number:
Date of Birth:

PARENT/GUARDIAN PERSONAL INFORMATION:

Name:
Address:
Email Address:
Cell Phone Number:
Work Phone Number:

Name:
Address:
Email Address:
Cell Phone Number:
Work Phone Number:

B. STUDENT/PARENT INFORMATION:
1. Acceptance into the Project SEARCH Program is dependent upon successful completion of the application, successful interview, 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:

Parent/Guardian Signature:

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C. EMPLOYMENT BACKGROUND:

1. Do you plan to work during the school year, in addition to being in the Project SEARCH program?
   If yes, where?
   How many days/hours?

2. Have you completed the Summer Youth Employment program or a work-based learning experience sponsored by DORS?
   If yes, please provide details:

3. List jobs you currently have or have had in the past, in school or in the community. Please list most recent job first:

Start and End Date	
Position Held	
Employer	
Supervisor	
Contact Number	
Paid Employment?	
Job Tasks	

Start and End Date	
Position Held	
Employer	
Supervisor	
Contact Number	
Paid Employment?	
Job Tasks	

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Start and End Date	
Position Held	
Employer	
Supervisor	
Contact Number	
Paid Employment?	
Job Tasks	

4. Have you ever been fired, let go, or asked to leave a job?
    If yes, please explain:

5. When hired for paid employment, do you want to work full time or part time?

D. Level of Independence (to be completed by parent or guardian)

1. Is the applicant independent in personal self-care skills?
    Type of assistance needed:

2. Is the applicant responsible for completing chores at home?
    Please describe:

3. Can the applicant independently use public transportation?

4. Is the applicant capable of remaining at home unsupervised?
    If yes, how long?
    If no, please explain

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5. Please provide a brief description of the applicant's daily routine.

E. SERVICE AGENCIES:
1. Do you have a Division of Rehabilitation Services (DORS) Counselor?
   Name: _____   _____
   Phone Number: _____

2. Do you have a Coordinator of Community Services from the Developmental Disabilities Administration (DDA)?

   If yes, please indicate your provider
   - Service Coordination, Inc.
   - MMARS RC, INC.
   - OPTIMAL HEALTH CARE INC
   - Total Care Centers for Support Services
   - The Coordinating Center
   - Other (please indicate agency name)

F. APPLICANT RESPONSE QUESTION:

Why do you want to be a part of 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, PowerPoint, etc.)* **Please send any multi-media to amy_higgins@hcpss.org.**

G. REFERENCES:

List 3 References (including school, work, and personal (non-family)
*Each reference should complete the appropriate attached reference sheet

	Name	Relationship to Applicant	Phone Number	Email
1.				
2.				
3.				

H. INTERVIEW DATE: April 2022

* You will be contacted in March 2022 to schedule an interview date and time.

I. 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 or Transition Teacher)

REFERRAL SOURCE INFORMATION:

Applicant Name:
School/Program:

1. What is your relationship to the applicant?

2. Please comment on the student's attendance record:

   Days Absent: Current year: Previous year:

   Days Tardy: Current year: Previous year:

3. Comments about school or work performance:

4. Would you recommend this student for Project SEARCH?

Signature:

Title:

Phone Number:

Date:

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Project SEARCH-HOWARD
Work Reference Sheet
(To be completed by Work Supervisor or Work Study Supervisor)

REFERRAL SOURCE INFORMATION:

Applicant Name:
School/Program:

1. What is your relationship to the applicant?

2. Please comment on the student's attendance record:

   Days Absent: Current year: Previous year:

   Days Tardy: Current year: Previous year:

3. Comments regarding work performance:

4. Additional comments:

Signature:

Title:

Phone Number:

Date:

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Project SEARCH-HOWARD
Personal (Non-family) Reference Sheet

REFERRAL SOURCE INFORMATION:

Applicant Name:

1. What is your relationship to the applicant?

    2. How long have you known the applicant?

3. Describe the strengths of this applicant:

4. Additional comments:

Signature:

Phone Number:

Date:

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Project SEARCH-HOWARD
Application Packet Checklist

PLEASE NOTE

ALL REQUIRED DOCUMENTS MUST BE <u>COMPLETED</u>

AND SENT FOR THE APPLICATION TO BE <u>CONSIDERED</u>.

ALL APPLICATIONS ARE DUE BY MARCH 18, 2022.

If you need assistance compiling this information, please contact

Missie Baxter, missie_baxter@hcpss.org or

Dawson Robertson, dawson_robertson@hcpss.org

- Completed Application Packet
- Three completed references
- Applicant's Resume
- Verification of DORS and DDA Eligibility (Eligibility letter from DORS <u>and</u> DDA)
  - DORS Eligibility letter for Vocational Rehabilitation (VR) Services
  - DDA Eligibility letter

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