

Project | SEARCH-HOWARD

Candidate Application
2019-2020

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.



This page should be completed and received by Dawson Robertson, Department of Special Education, 5451 Beaverkill Road, Columbia, MD 21044, by March 1, 2019.

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 Dawson Robertson no later than **Friday March 1, 2019**. Please mail or hand-deliver to Dawson Robertson (Department of Special Education, 5451 Beaverkill Road, Columbia, MD 21044).
2. Prospective students must attend ONE of the **skills assessment/interview days** to be held on **March 18, 19 & 20, 2019** at the Thomas Dorsey Building, (9250 Bendix Road, Columbia, MD 21045). ***A parent or guardian 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 receive notice of their status via mail by April 30, 2019.
4. If accepted, the student and a parent or guardian will be invited to an information night to be held on June 12, 2019.
5. If accepted, each student must pass a criminal background check and drug screen.
6. If you have any questions, please contact Terri Savage, Executive Director of Special Education, 410-313-6656 or Dawson Robertson, Transition Services Program Head, 410-313-5640.

* 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 services from DORS.
- 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



- 🕒 **October 17, 2018 & February 6, 2019:** Project SEARCH Parent Information Night
6:30 to 7:30pm

OLD Cedar Lane Building (Redwood Room)
5451 Beaverkill Road
Columbia, MD 21044

- 🕒 **March 1, 2019:** Project SEARCH applications due to:

Dawson Robertson
Department of Special Education
5451 Beaverkill Road
Columbia, MD 21044

- 🕒 **March 18, 2019; March 19, 2019; March 20, 2019:** Applicants must attend one day

Student Skills Assessment & Interview
Thomas Dorsey Building
9250 Bendix Road
Columbia, MD 21045

- 🕒 **April 30, 2019:** Acceptance notices mailed to families

- 🕒 **June 12, 2019:** Project SEARCH Welcome Meeting for interns and parents
6:30 pm - 8:00 pm OLD Cedar Lane Building (Redwood Room)

- 🕒 **August 2019:** New Student & Family Orientation evening

The Arc of Howard County
11735 Homewood Road
Ellicott City, MD 21042

- 🕒 **September 3, 2019:** First day of Project SEARCH academic year

This page should be completed and received by Dawson Robertson, Department of Special Education,
5451 Beaverkill Road, Columbia, MD 21044, by March 1, 2019.

Project SEARCH-HOWARD Application



A. APPLICANT PERSONAL INFORMATION:

Name: _____
Last First Middle

Student 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: _____

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5451 Beaverkill Road, Columbia, MD 21044, by March 1, 2019.

APPLICANT NAME: _____

C. EMPLOYMENT BACKGROUND:

1. 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? _____

2. List jobs you currently have or have had in the past in school or in the community. List most recent job 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		

3. Have you ever been fired from, let go from, or asked to resign from a job? Yes No

If yes, please explain:

4. Have you ever quit a job? Yes No

If yes, please explain:

5. When hired for paid employment, do you want to work: Full time Part time

APPLICANT NAME: _____

D. SERVICE AGENCIES:

Do you have a Division of Rehabilitation Services (DORS) Counselor?

Yes Name _____ Phone Number _____
No

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

Yes No

If yes, please indicate your provider: _____ Service Coordination, Inc.
_____ MMARS RC, INC.
_____ OPTIMAL HEALTH CARE INC
_____ Total Care Centers for Support Services

E. 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 Mary Beth Krammer, Dept. of Special Education Secretary, at Mary_Krammer@hcpss.org.*

APPLICANT NAME: _____

F. 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 Address
1.				
2.				
3.				

G. SELECT INTERVIEW/ASSESSMENT DATE: Please circle one

March 18, 2019

March 19, 2019

March 20, 2019

*** You will be contacted 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
or Transition Teacher)**



REFERRAL SOURCE INFORMATION:

APPLICANT: _____

School/Program: _____

What is your relationship to the applicant? : _____

Please comment on the student's attendance record: _____

Days Absent: Current year _____ Previous year: _____

Days Tardy: Current year _____ Previous year: _____

Comments about school or work performance: _____

Would you recommend this student for Project SEARCH? _____

Signature: _____

Date: _____

Print Name: _____

Phone Number: _____

Title: _____

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



REFERRAL SOURCE INFORMATION:

Student: _____ School/Program: _____

What is your relationship to the applicant? : _____

Please comment on the applicant's attendance record: _____

Days Absent: Current year _____
Previous year _____

Days Tardy: Current year _____
Previous year _____

Comments regarding work performance: _____

Other comments: _____

Signature: _____ Date: _____

Print Name: _____ Phone Number: _____

Title: _____

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



APPLICANT NAME: _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Describe the strengths of this applicant _____

Other comments _____

Signature: _____ Date: _____

Print Name: _____ Phone Number: _____

Title: _____

Project SEARCH-HOWARD Application Packet Checklist



PLEASE NOTE

ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT FOR THE APPLICATION TO BE CONSIDERED.

ALL APPLICATIONS ARE DUE BY MARCH 1, 2019.

IF YOU NEED ASSISTANCE COMPILING THIS INFORMATION, PLEASE CONTACT DAWSON ROBERTSON AT 410-313-5640

or

Dawson_Robertson@hcpss.org

- Completed Application Packet
- Three completed references
- Verification of DORS and DDA Eligibility (Eligibility letter from DORS and DDA)
 - DORS Eligibility letter
 - DDA Eligibility letter