

Project SEARCH Application Packet



Project | SEARCH[®]

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Program Overview

Project SEARCH High is a unique, business led, nine month internship program that takes place entirely at the workplace.

Total workplace immersion facilitates a seamless combination of classroom instruction, career exploration, and hands-on training through worksite rotations.

Our unique program provides real-life work experience to help individuals with significant disabilities make successful transitions into community employment.

Adults ages 18 - 35 are eligible to apply. Candidates must have completed High School and have their HS diploma or certificate of completion in order to participate. Interns attend the program for nine months in the host business. The business provides access to an on-site classroom that can accommodate up to 12 interns. The site is staffed by an instructor and two to three job coaches to meet the educational and training needs of the interns.

- Program group of 6 adults with a variety of disabilities
- Total workplace immersion
- Internship rotations for career exploration and job skill development
- Customized job search assistance
- Goal of competitive employment
- 71% employment outcomes across 400 national programs
- 88% employment outcomes across Wisconsin's 17 programs

For more information about Project SEARCH, please visit the website at www.projectsearch.us

For more information about Project SEARCH at Milwaukee County Mitchell International Airport, please contact:

Questions:

Christine Schulz, Manager

Goodwill — Supported Employment

christine.schulz@goodwillsew.com

414-847-1954

Application Guidelines

This application enables the selection committee to properly assess each candidate's skills, abilities, and background. A parent, candidate, counselor, teacher, or employer may be contacted by Project SEARCH to gather additional information. Our goal is to select candidates who will be successful in Project SEARCH and reach the outcome of community employment.

The selection process includes the following guidelines:

- 1. Submission of application and materials by September 29th, 2017.**
- 2. Once the application is reviewed by the selection committee, the candidate will be asked to participate in the "Selection Day" assessment, which will be held on October 9th, 2017. All candidates are required to participate in "Selection Day" to be eligible for Project SEARCH. "Selection Day" includes different skill stations and an interview.**
- 3. If accepted, candidates must be able to pass a criminal background check, and drug screen.**

Selection Priority

- **Candidates who are (18 - 35 age range) when Project SEARCH begins.**
- **Candidates who desire to work in the community at the end of the Project SEARCH program.**
- **Candidates who are eligible for the Division of Vocational Rehabilitation (DVR).**
- **Candidates who are eligible for long term support.**
- **Candidates who will benefit from participation in a variety of internships.**
- **Candidates who have access to transportation to/from the Project SEARCH program site.**

Application Checklist

Please note: All items on this checklist must be completed and submitted together for consideration by _____.

- Completed application and assessment with signatures
- Response to the question “Why do you want to come to Project SEARCH?” written in your own words on a separate piece of paper
- Candidate Photo
- Letter from Parent, Guardian, or someone who knows the person well describing candidate’s strengths and areas for further development
- Resume (if available)

From Division of Vocational Rehabilitation (DVR):

- Individual Plan for Employment (IPE)
 - Functional Assessment Report (FAR)
- Letter confirming funding and DVR Counselor’s name

From Family Care/IRIS:

- Functional Screen (if enrolled with Family Care or IRIS)

Please mail all materials to:

Christine Schulz, Manager
Goodwill Industries – Supported Employment
5400 S. 60th Street
P.O. Box 509
Milwaukee, WI 53129

Project SEARCH Application 2017

Step 1—Personal Information

<i>Office Use Only</i>	
Date Received:	_____
Date Reviewed:	_____
Reviewed By:	_____
Status:	_____

Name			
Last		First Middle Initial	
Address			
Street		City/State Zip Code	
Home Phone		Cell Phone	
(XXX)XXX-XXXX		(XXX)XXX-XXXX	
Email Address			
Date of Birth		Gender	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Disability			
Race	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Native American
	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Other:

Emergency Contact Name			
Check One: <input type="checkbox"/> Family <input type="checkbox"/> Guardian <input type="checkbox"/> Support person		Last First	
Address			
Street		City/State Zip Code	
Home Phone		Cell Phone	
(XXX)XXX-XXXX		(XXX)XXX-XXXX	
Work Phone			
Email Address			

DVR Counselor			
Name		Phone Number	
Supports & References	Name	Phone	Relation
	Name	Phone	Relation

Please review the following and check all that apply. Your signature indicates that you acknowledge and agree with these statements.

- Release:** Personal records for the candidate will be shared with the Project SEARCH selection committee.
- Equal Opportunity:** Project SEARCH placement will be made without regard to race, color, national origin, gender, age, religion, or disability.
- Trial Period:** A thirty day trial period will be required of all accepted interns. The intern and guardian agree to comply with this procedure.
- Application Submission:** The information provided on the application is complete and accurate to the best of my knowledge. I understand that submitting this application does not guarantee my acceptance into a Project SEARCH internship.

Signature: _____ Date: _____ Signature: _____ Date: _____

Candidate

Guardian (if applicable)

Step 2 – Self-Assessment History

Work History (Please list paid and unpaid/volunteer experiences.)	Employer		Job Title		Paid	Unpaid
	Supervisor		Phone Number		<input type="checkbox"/>	<input type="checkbox"/>
	Dates of Employment		Reason for Leaving		Salary	\$ /hr
	Job Duties:					
	Employer		Job Title		Paid	Unpaid
	Supervisor		Phone Number		<input type="checkbox"/>	<input type="checkbox"/>
	Dates of Employment		Reason for Leaving		Salary	\$ /hr
	Job Duties:					
	Employer		Job Title		Paid	Unpaid
	Supervisor		Phone Number		<input type="checkbox"/>	<input type="checkbox"/>
Dates of Employment		Reason for Leaving		Salary	\$ /hr	
Job Duties:						

The person assisting the candidate with the application and assessment is:

Name	Title	Organization
Phone Number	Email	
Signature	Date	

I want to get a job upon completion of Project SEARCH		<input type="checkbox"/> Yes	<input type="checkbox"/> No
My family supports my goal of community employment		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Time & Shift Preferred	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	&
	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd
Are you willing to work holidays and/or weekends?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any daily time commitments or responsibilities?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please list them and the number of days/hours each week:			
Do you plan to work a job while in Project SEARCH?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please list the location, and number of days/hours worked each week:			
Are you considering post-secondary education options?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe your plan/goal for future schooling and time frame:			

Independent Living & Self Care	I can prepare a lunch or snack	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I understand what foods are good for me	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I know how to handle money/make change	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I have my own bank account	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I know how to use the bathroom and wash my hands	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I take daily showers/baths without reminders	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I am able to dress appropriately for the weather	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I follow my school or work dress code	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I can read a digital clock and tell time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I can read a face clock and tell time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I can make an appointment by phone	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I can be at home alone	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I do chores such as making my bed and taking out trash	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I am able to stay awake for a 6-8 hour day	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I have reliable transportation to get to Project SEARCH	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am willing to learn how to ride the city bus with travel training	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Communication & Behavior

I am sensitive to a noisy environment	<input type="checkbox"/>	Often	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
This helps me :						
(e.g. noise cancelling headphones, working in a quiet space, etc.)						
I respond when someone speaks to me	<input type="checkbox"/>	Often	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
This helps me :						
(e.g. visual prompts, communication devices, etc.)						
I make eye contact when talking to others	<input type="checkbox"/>	Often	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
This helps me:						
(e.g. modeling, communication devices, voice output switches, etc.)						
I am comfortable starting a conversation	<input type="checkbox"/>	Often	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
This helps me:						
(e.g. practice prompts, etc.)						
I engage in appropriate conversations	<input type="checkbox"/>	Often	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
This helps me:						
(e.g. when others understand my body-limitations/self-advocacy, modeling, role play, etc.)						
I use appropriate body language	<input type="checkbox"/>	Often	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
This helps me:						
(e.g. reminders, alternative strategies, relaxation strategies, etc.)						
I give people around me personal space	<input type="checkbox"/>	Often	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
This helps me:						
(e.g. practice, modeling, role play, etc.)						
I use appropriate and respectful language	<input type="checkbox"/>	Often	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
This helps me:						
(e.g. mindful/relaxation strategies, frequent breaks, practicing empathy, etc.)						
I display appropriate behaviors in public	<input type="checkbox"/>	Often	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
This helps me:						
(e.g. planned alternative strategies, frequent breaks, mindful/relaxation strategies, etc.)						
I use a cell phone at appropriate times	<input type="checkbox"/>	Often	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
This helps me:						
(e.g. turn phone off, ask permission, do not keep phone with me at work, etc.)						
I am easily understood by others	<input type="checkbox"/>	Often	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
This helps me:						
(e.g. voice output switches, interpreter, etc.)						
I use adaptive equipment to communicate	<input type="checkbox"/>	Often	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
Please describe:						
I use an interpreter and/or sign language	<input type="checkbox"/>	Often	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
Please describe:						

Technology	I can use a computer keyboard with	<input type="checkbox"/> Two fingers	<input type="checkbox"/> Two hands
	I can use Microsoft Word to create letters and documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I can use Microsoft Excel to create spreadsheets	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I can use Microsoft PowerPoint to create flyers and presentations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I have an appropriate email address and can use email	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I can use the computer to play games and listen to music	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I can use a cell phone to talk to others	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I can use a cell phone for text messaging	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I use assistive technology to access computer programs/phones	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Interests	I participate in the following activities during and after school:	<input type="checkbox"/> Band	<input type="checkbox"/> Theatre	<input type="checkbox"/> Church
		<input type="checkbox"/> Choir	<input type="checkbox"/> Scouts	<input type="checkbox"/> Exercise
		<input type="checkbox"/> Sports:		
		<input type="checkbox"/> Other:		

Problem Solving	In your own words, please give examples of how you would solve each problem.
	I missed my bus when I was going someplace. In order to get where I was going I would:
	I was vacuuming and the vacuum cleaner stopped working. In order to finish I would:
	I lost my house key. In order to get in the house I would:
	I was using my computer and it stopped working. In order to get it working I would:
	My parents were not home at dinner time and I was hungry. What would I do?
	Someone teased me or was mean to me. I would react by:



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