

Applicant Name _____

Date Submitted _____

Tour/Interview Date _____



Project | SEARCH

Project SEARCH

New Student Application Packet

2012-2013



OTTERBEIN

RETIREMENT LIVING COMMUNITIES

L E B A N O N



arren

County Career Center

"Your choice for a future of opportunities"

Ohio

**Rehabilitation Services
Commission**

Application Purpose & Guidelines

The purpose of this application packet is to outline the skill set of the Project SEARCH student candidate. This application then enables the Selection Committee* to properly assess each student candidate's skills, abilities and background. A parent, student, counselor, teacher or employer may be contacted by the Selection Committee to gather additional information. Our final goal is to select students who will be successful in a Project SEARCH program and reach the outcome of **competitive employment**.

Before submitting this application ALL PARTIES should be aware that the goal of Project SEARCH is for each student to obtain employment at the end of the program. Those who do not have a strong desire to work at the end of the program should not apply.

The Selection Process includes the following guidelines:

1. Recruitment is typically held in the winter of each year. However, there may be exceptions for entrance throughout the school year. To ensure proper assessment, all students must complete this packet of information completely, *at any entrance point*, to be considered for participation in the Project SEARCH program. See attached checklist.
2. All students are strongly encouraged to attend the Open House *and must* visit Otterbein to observe the culture, possible rotations and meet the instructor, job coaches and host business liaison prior to being selected to participate in Project SEARCH.
3. Project SEARCH is designed for students in their last year of eligibility of high school. However, adults will be considered for the Otterbein program if spots are available after August 1st of each school year.
4. Potential students must be eligible for Rehabilitation Services Commission.
5. Students beginning mid-year will start at the next change in job rotations.
6. Board of Developmental Disabilities eligibility is preferred but not required.

Please note:

- The Selection Committee may include the Warren County Career Center Project SEARCH Coordinator, Warren County Career Center Special Education staff and administrators, Otterbein employees, job coaches, an Ohio Rehabilitation Services Commission Counselor (BVR Counselor) and other related service providers.
- This application packet is utilized for both adult and high school transition candidates.



Project SEARCH Application Packet Checklist

- _____ This completed application packet
- _____ Photo
- _____ Immunization records (photo copy)
- _____ Birth certificate (photo copy)
- _____ Social Security card (photo copy)
- _____ Drivers' License or State ID (photo copy)
- _____ Court guardianship papers (photo copy)
- _____ Two (2) letters of recommendation or work performance evaluations
- _____ Current Individual Education Plan (IEP) including transition goals
- _____ Current Evaluation Team Report (ETR)
- _____ High School transcript (photo copy)
- _____ Disciplinary records
- _____ Attendance record
- _____ Career assessment
- _____ Warren County Career Center application
- _____ Proof of eligibility with RSC

ITEMS NEEDED AFTER ACCEPTANCE BUT PRIOR TO ENROLLMENT

- _____ 2-Step TB test (MUST be 2-Step, performed at Otterbein)
- _____ Completed background and criminal check including fingerprinting (done at the Warren County Career Center)
- _____ Updated Individual Education Plan (IEP) including Transition goals reflecting placement in Project SEARCH Otterbein
- _____ Open Case with Rehabilitation Services Commission

Return completed Packet to:

Sandy Hempel, Project SEARCH
407 North State Route 741
Lebanon, OH 45036

shempel@otterbein.org
Phone 513-696-8509
Fax 513-696-8525
Mobile 513-673-0735



The following information is to be completed by the applicant, parents/guardians, and teachers collaboratively:

Applicant Name _____ **DOB** _____

Address _____

Home Phone _____ **Applicant Cell Phone** _____

Applicant E mail Address _____ **SSN** _____

Applicant Lives With:

Name _____ **Relationship** _____

Cell Phone _____ **E-mail address** _____

Name _____ **Relationship** _____

Cell Phone _____ **E-mail address** _____

Who is the legal guardian of this applicant? _____

If the applicant is 18 or older and parents HAVE NOT filed for legal guardianship with the courts, the applicant is his or her own legal guardian.

Who will be the main contact with Project SEARCH? _____

Emergency Contact Information

Please list a minimum of 3 people who can be contacted in case of an emergency.

Name _____ **Relationship** _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____

Name _____ **Relationship** _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____

Name _____ **Relationship** _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____

Name _____ **Relationship** _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____



School District _____ **Referring Teacher** _____

Work Phone _____ Cell Phone _____

Mailing
Address _____

E mail Address _____

Special Education Supervisor _____ Work Phone _____

Cell Phone _____ E mail Address _____

Mailing
Address _____

SERVICE AGENCIES:

ORSC/BVR Counselor Name _____

Work Phone _____ Cell Phone _____

Mailing
Address _____

E mail Address _____

Warren County DD Service Facilitator Name _____

Work Phone _____ Cell Phone _____

Mailing
Address _____

E mail Address _____



Other Service Providers:

Agency _____ Caseworker Name _____

Work Phone _____ Cell Phone _____

Mailing Address _____

E mail Address _____

TRANSPORTATION:

Do you currently drive? Yes No Do you have a car? Yes No

Do you have a current driver's license? Yes No

Are you able to ride a regular school bus with other high school students? Yes No

Do you have plans to get your driver's license in the next year? Yes No

Do you have experience riding public transportation (Warren County Transit)? Yes No

How do you plan to get to a job in the community?

EDUCATIONAL BACKGROUND:

How old are you? _____

Have you deferred your high school diploma/graduation? Yes No

Do you have all your credits necessary to graduate? Yes No

If no, which credits or classes are you missing? *

***Include Transcript**

Anticipated graduation date: _____

Have you attended Warren County Career Center in the past? Yes No

Have you received any additional formal training? Yes No



If yes, list school and certification or degree obtained. *

*Include Transcript

EMPLOYMENT BACKGROUND:

How do you want to be employed in the community upon completion of Project SEARCH?

Full time Part time

Which shift would you prefer working after graduating from Project SEARCH?

1st shift 2nd shift 3rd shift

Do you plan to work during the school year, in addition to being in the Project SEARCH Program?

Yes No

If yes, where? _____ Days/hours per week _____

List jobs you do or have done in school or in the community:

Employer	Job Title	Job Duties	Supervisor Name	Contact Number	Paid or Unpaid

Have you ever been fired from a job? Yes No

If yes, please explain:



Have you ever quit a job? Yes No

If yes, please explain:

INDEPENDENT LIVING:

Medications/ dosage/ time of day taken by student

Medication	Dosage	Time of day

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

Do you get up in the morning on your own? Yes No

Do you shower, brush teeth, shave, use the toilet, etc. on your own? Yes No

Do you have vision problems? Yes No

Do you wear glasses? Yes No

Do you wear contacts? Yes No

Do you have hearing problems? Yes No

If you are hearing impaired, please list what kinds of aids/supports you use?

Do you use sign language? Yes No

Do your parents/guardians/family members sign? Yes No

Do you have a physical disability? Yes No

If yes, please list what aids/supports or assistive technology that you use:



Please list any limitations that impact employment:

BEHAVIORAL SUMMARY:

Do you have any behaviors that might impact a successful job placement? Yes No

If yes, please explain:

Do you have any interactions with peers and/or adults that might impact a successful job placement? Yes No

If yes, please explain:

Have you ever been suspended/expelled/removed from the school environment for any reason? Yes No

If yes, please explain:

Have you ever been arrested for any reason? Yes No

If yes, please explain:

COMPUTER SKILL SET:

Select the level of computer application knowledge that applies:

Program	Never Used	Beginner	Intermediate	Advanced
Word				
Excel				
PowerPoint				
Outlook Email				
Internet				
Other				
Other				

Have you taken keyboarding or computer classes? Yes No

JOB SPECIFIC SKILL SET:

Check the level of knowledge that applies:

Program	Never	Beginner	Intermediate	Advanced
Alphabetical filing – first letter only Ex. Apple B anana				
Alphabetical filing – multiple letter Ex. Apple A ppleton				
Numerical filing – Single digit Ex. 1 2				
Numerical filing – Multi-digit Ex. 586 5867				
Identify money (bills and coins)				
Make change				
Experience folding linens				
Experience preparing food				
Tells time to the hour, minute, second				
Experience stocking medical or business supplies				
Displays fine motor skills				
Working with older adults				
Working with people with disabilities				
Displays time management skills				

BUSINESS MACHINE OPERATION:

Select the level of machine operation that applies:

Name	Never	Sometimes	Frequently
Laptop			
Computer			
Scanner			
Printer			
Dishwasher			
Copier			
Laminator			
Postage Meter			
Fax Machine			
Telephone			
Cell Phone			
Calculator			
Bar Code Scanner			
Other			
Other			

EMPLOYABILITY SKILLS:

Select the level that applies:

Category	Behavior Assessment	Never	Sometimes	Frequently
Leadership	Collaborates to accomplish goals			
Personal	Is motivated			
Personal	Is easily distracted			
Personal	Tires easily			
Personal	Is easily frustrated			
Personal	Is attentive in class			
Personal	Accepts supervision			
Team Work	Knows teamwork required at work			
Team Work	Sensitive to cultural, gender and generational differences			
Team Work	Uses good manners and respects others property			
Team Work	Ask for assistance, clarification, or direction when necessary			
Team Work	Manages conflict and stress			
Ethics	Honest			
Work Ethic	Willing to take assignments or tasks			
Work Ethic	Works at acceptable speed for tasks			
Work Ethic	Begins a new task without prompting			
Work Ethic	Takes pride in his/her work			
Work Ethic	Demonstrates a positive attitude			
Job Standard	Follows dress code; clean clothing			
Job Standard	Shows good hygiene and grooming			
Job Standard	Arrives and leaves on time, including meals and breaks			
Job Standard	Attends class and work on a daily basis with 95% attendance			
Job Standard	Recognizes and copes with frustration in the workplace			
Job Standard	Keeps work area clean and orderly			
Communication	Receives constructive feedback well from supervisors and instructors			
Communication	Shows effective listening skills			
Communication	Maintains appropriate conversation with others in the workplace			



STUDENT RESPONSE QUESTIONS

(Student must write at least 4-5 sentences in answering these questions.)

What do you know about Project SEARCH? **(Complete in your own words)**

Why do you think Project SEARCH would be beneficial to you? What do you hope to gain? **(Complete in your own words)**



This application has been completed by:

Name/Title Date

Student Signature Date

Student Contract and Photo Release

Read the student contract below and sign and date.

I, _____, understand that I have been accepted into the Project SEARCH program and must abide by the following terms and conditions:

- I will complete at least three unpaid job rotations within the host business.
- I will attend the program every day from 8:00am-1:30pm, Monday through Friday.
- I understand that the Project SEARCH program correlates with a Warren County Career Center school calendar.
- I will dress appropriately and wear required uniform.
- I will call my instructor and departmental supervisors when I am absent or tardy.
- I will make up any time missed due to excused absences.
- I will follow all the rules established by the program and host business.
- I will attend monthly meetings with my rehabilitation counselor, parents, teachers, and business staff.
- I will be an active participant and communicate any issues at our monthly meetings.
- At completion of the program, I will receive my high school diploma.
- I will actively pursue employment.

I grant permission to the Warren County Career Center, Otterbein Retirement Communities and Project SEARCH to photograph or videotape my child for publicity purposes. I realize the pictures, video or name may appear in a publication or video related to his/her educational and work experiences with these organizations or he/she may be interviewed and quoted in a publication. Pictures and video may also appear on the related websites, without student names.

I have read the above terms and conditions and agree to accept my placement in the Project SEARCH program. I understand that I may be asked to leave Project SEARCH if I fail to follow the terms and conditions.

Student Signature

Date

Parent/Guardian Signature

Date



Parent Permission for Career Assessment

I, _____, agree to have my son/daughter, _____,
(Parent/Guardian) (Student Name)

from _____ school, participate in a Career Assessment given at the
(Name of School)

Warren County Career Center. This evaluation will be for a period of one to two days.

(date)

(Signature of Parent or Guardian)

Career Assessment is an individualized process designed to determine the unique abilities, aptitudes, interests and needs of the student. Career assessment information is verified by using a variety of traditional methods and tools which include administration of surveys, inventories, ongoing interviews and/or tests.

It is the policy of the Warren County Career Center to offer educational activities, programs, services and employment without regard to race, color, national origin, gender, religion, handicap or age.

PERSONAL HYGEINE CONTRACT

I _____ understand that Otterbein is a workplace which has a high standard of personal cleanliness. I understand I will be working in areas where food is prepared and served as well as resident living areas. I understand that the elderly are more likely to get sick than others. It is very important to stay clean and not to spread germs. I agree to the following standard of personal hygiene:

- I will shower and wash my hair daily
- I will brush my teeth each morning before coming to Project SEARCH
- If my hair is long, I will pull it back into a ponytail each day
- I will get regular haircuts and not ‘grow out” my hair during Project SEARCH
- I will use deodorant daily
- My nails will be clipped short and kept clean
- I will wear a clean uniform, socks and underwear each day
- I will shave daily and if I have a beard I will keep it neatly trimmed
- I will be 100% responsible for all of my bathroom needs and will bring all necessary supplies with me to Otterbein.

If I do not meet these standards I understand I could be asked to shower at Otterbein or sent home/dismissed from the program.

Student Signature

Date

Parent Signature

Date



PROBATIONARY PERIOD CONTRACT

I _____ understand that the **PRIMARY GOAL** of Project SEARCH is to obtain employment at the end of the program. In order to determine if I am ready to pursue this goal I understand I will be evaluated for **45** days in the following areas:

- Independence
- Desire to work
- Attitude at work
- Attendance
- Appearance/Uniform
- Ability to accept direction
- Hygiene
- Class participation

If I do not meet or show continuous improvement in these areas, I understand I could be dismissed from the program.

Student Signature

Date

Parent Signature

Date