



DMACC Project SEARCH Application

Overview

Project SEARCH Model:

Project SEARCH is a business-led collaboration that enables young adults with disabilities to gain and maintain employment through training and career exploration.

Nationally, 82% of the individuals with disabilities completing the Project SEARCH program obtain competitive employment.

The cornerstone of Project SEARCH is total immersion in a large business. Participants must have graduated high school and be individuals who have experienced barriers to employment. Each day, these interns report to the host business, learn employability skills in the classroom and job skills in the workplace as they rotate through 3 unpaid internships/experiences during the program year.



DMACC
DES MOINES AREA
COMMUNITY COLLEGE

Applicant **must**:

- Be 18+ years of age and have a high school diploma or GED.
- Have an ID (Intellectual Disability) or DD (Developmental Disability) diagnosis.
- Qualify for pre-vocational funding and have transportation.
- Have independent personal hygiene and grooming skills and daily living skills.
- Maintain appropriate behavior and social skills in the workplace without immediate supervision as well as take direction from supervisors and be able to communicate effectively (may be other than verbal).
- Have a desire and a goal to work competitively in the community at the conclusion of the Project SEARCH business.

About the Application

Purpose of Application Packet:

- Familiarize applicant with the skill set required to successfully complete the program – the goal of which is to reach a competitive employment outcome.
- Help the selection committee assess each applicant's skills, abilities, interests, background, and types of supports that would assist applicant at the worksite.

Selection Process Guidelines:

All applicants must complete this packet of information completely to be considered for participation in the Project SEARCH program. Once selected as a participant, the candidate will complete an intake meeting to set goals and funding in place.

Checklist:

- Application Packet**
 - Application for Admission*
 - Participant Self-Assessment*
- Interview**
 - Interview Questions to be completed during meeting*
Date: _____ Time: _____ Location: _____
- Intake Meeting**
 - Project SEARCH Manager will coordinate scheduling this meeting:*
Date: _____ Time: _____ Location: _____

Return completed Application Packet with attachments to the following address or submit application electronically to the email provided:

Project SEARCH Manager
DMACCPProjectSearch@eastersealsia.org
Easterseals Iowa
401 NE 66th Ave.
Des Moines, Iowa 50313



This form is to be completed by the applicant, parents/guardians (*if applicable*), case manager and VR counselors collaboratively:

A. Personal Data- Applicant:

Name: _____
Last First Middle

Address: _____
Street City Zip Code

Social Security Number: _____ Title XIX: _____

Home Phone: _____ Cell Phone: _____ email: _____

Date of Birth: _____ Choose One:
(optional) Male Female

Medicaid/State ID Number: _____ Marital Status: _____

Primary Language: _____ Additional Language: _____

Diagnosis: _____
(Primary/Date of Onset) (Secondary/Date of Onset)

Referral Source: _____ Funding Sources: _____

Do you require alternative format documents (large type, Braille, etc.) or utilize alternative communication (i.e. sign language)? Yes No If yes, please explain: _____

Parent/Guardian Name: _____ Email: _____

Address: _____
Street City Zip Code

Home Phone: _____ Cell Phone: _____ Work Phone: _____

**if applicable*

B. Emergency Contact

Name: _____ Relationship: _____

Phone Number: _____ Email: _____

C. Case Management Agency: Do you have a **Case Manager**? Yes No

Name & Agency: _____

Phone Number: _____ Email: _____

D. Future Employment & Background

- 1. How do you want to be employed in the community upon completion of Project SEARCH?
 - i. Full-time Part-time
- 2. Have you ever quit or been fired from a job?
 - i. Yes No
 - ii. *If yes, please explain:*
- 3. List jobs you do or have done in school or in the community (can include volunteer work)

- 4. Do you receive support from other agencies (i.e. SCL services or other): Yes No

Agency/Type of Service: _____ Phone Number: _____

F. Candidate Response Questions:

- 1. Why do you want to come to Project SEARCH? (Complete in your own words and/or person assisting will write responses in the applicant's own words)

- 2. Project SEARCH schedule runs 8:15 am- 2:30 pm. Are you able to participate in this schedule on a daily basis (Monday-Friday)? Yes No If no, please explain:

G. References – Please List at Least one Reference this could include: family friend, School Teacher, or other community or work reference:

	Name	Type of Reference	Phone Number	Email Address
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

H. Please list the person (if applicable) assisting the applicant in completing this form:

Name Title Date

Organization (if applicable) Phone Number Email contact

Applicant Signature: _____



Dear Project SEARCH Applicant: Please fill out each section of this self-assessment with the best information about yourself and your skills by checking all of the boxes that apply. If you need help, ask someone to help you like a parent or counselor but make sure the answers are in your own words. The purpose of this assessment is to provide us with information that will help us to plan a program that meets the needs of its participants. **Don't worry if some or even many of the items are not applicable to you.** There are no "right" or "wrong" answers. We just want to learn about you. Thanks! --- *Project SEARCH staff*

Commitment to Community Employment

1. I want to get a job.
2. My family supports my goal of competitive community employment.
3. I have an original Social Security Card.
4. I have a State ID or a Driver's license as a picture ID.
5. I can pass a pre-employment drug screen.
6. I have had a physical within the past year.
7. I can pass a criminal background check.
10. I receive SSI and/or SSDI or other forms of public assistance.
11. I have had a benefits analysis and/or I understand the impact of earned income on the benefit.

Attendance

1. Within the past school year, I have had approximately _____ absences and _____ tardies. **(If out of school, think about your final year) Please explain more than 10 absences:**

Appearance and Professional Presentation

1. Daily, I have clean/combed hair, clean clothes, wear deodorant and body spray, and brushed teeth.

<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Rarely
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2. I am willing to follow the designated dress code of my employer including rules on appropriate clothing, shoes, facial hair, facial and body piercings and tattoos, and jewelry etc. Yes No

Transportation

1. I have reliable transportation to get to work
2. I have my own car, driver's license and insurance.
3. I know how to use public transportation.
4. I'm willing to learn to use public transportation.
5. I use a door-to-door paratransit system independently and can make my own appointments a family member/other person helps to make the appointments.
6. I have a family member/other who is willing to provide on-going transportation.
7. I am eligible for other disability related transportation assistance.

Appropriate Social and Behavior Skills

1. I do not engage in flirting, inappropriate touching or public displays of affection such as holding hands, hugging or kissing in a work/program setting.
2. I do not swear or use profanity in a work/program setting.
3. I show respect to my peers and adults.
4. I work cooperatively with others.
5. I have displayed aggressive behavior in a school or work setting (fighting, screaming, kicking, biting, etc.).

Interpersonal Communication

1. I respond when someone speaks or asks questions.

<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Rarely
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2. I make eye contact.

<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Rarely
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3. I use an appropriate tone of voice.

<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Rarely
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4. I engage in appropriate conversation.

<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Rarely
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5. I use appropriate body language (hand gestures, posture, personal space)

<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Rarely
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Recreational Activities

1. I participate in organized group activities, (Sports, Band, Theatre, Church, Computer games, Choir, Community recreation, Special Olympics, Other)? Activities I like, Please list (Games, TV, Exercising, Reading, Scrapbooking, Other)?

Employability Skills

1. I get to work, school or other appointments on time and independently.
2. After lunch or a break, I get back to class or work on time.
3. I know how to tell and keep track of time.
4. I stay on a task and turn things in by the due date.
5. If I am interrupted, I can return to the task and finish it.
6. I can access the necessary information to fill out a paper application.
7. I have experience in filling out an online application.
8. I know how to answer common interview questions.
9. I can tell my boss or others ways that I learn best or tools that help me be a good worker.
10. I keep my work organized and neat.
11. Please list ways that help you learn best or tools you use to be successful on the job:

Computer/Electronic Skills

1. I have basic keyboarding skills and use correct typing techniques.
2. I have basic keyboarding skills and use only two fingers (hunt and peck).
3. I can use Microsoft Word to create letters and other documents.
4. I can use Microsoft Excel to create spreadsheets and other documents.
5. I can use email correctly.
6. I can access the Internet to get information, find websites and use various search engines.
7. I use a computer to play games, watch TV shows, listen to online streaming, etc.
8. I have no computer skills.
9. I use a cell phone to talk to others.
10. I use a cell phone for texting.

I. Comments/Additional Information

Please share with us any additional information about yourself that you would like us to know.

Information for Applicant and Parent/Guardian (if applicable): Equal Opportunity: Project SEARCH placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability. Trial Period: A two-week trial period will be required of all accepted enrollees. The applicant and parent/caregiver agree to comply with this process.

Thank you for your time and effort in completing this self-assessment!

INTERVIEW QUESTIONS (For Project SEARCH Manager use, please do not fill out this section):

1. Tell me about yourself.
2. What skills would you like to work on while in Project SEARCH?
3. If you missed your bus to someplace you were going, what would you do?
4. Have you had any paying or non-paying jobs? What were they? What did you do? Which one did you like the best? Why?
5. What kind of work are you interested in pursuing when you graduate from Project SEARCH? (i.e. food service, customer service, retail, etc).
6. Tell me about a time you had a problem and solved it. What was the solution?
7. How do you handle stress or work related problems?
8. If someone teased you or was mean to you. You would react by?
9. If you do not know how to complete a task, what would you do?
10. Please describe what you feel are your greatest strengths (i.e., what things you are particularly good at doing?).
11. What are some accomplishments you are proud of? (I.e. graduated from high school, won a medal at Special Olympics, etc).