



## Application Packet



## Project SEARCH



**Please rate your Project SEARCH site preferences below and submit completed application packet (via mail or drop off) at 2222 S 114<sup>th</sup> Street, West Allis WI 53227 Attn: Marissa Urban**

**Please List First (1), Second (2), Third (3) choice Preferences of Site**

**Mark with a (0) if a site is NOT an option**

- 
- Andis Company Project SEARCH - Sturtevant**
  - Children's Hospital of Wisconsin Project SEARCH**
  - Froedtert Hospital Project SEARCH**
  - Froedtert West Bend Project SEARCH**
  - ProHealth Care Waukesha Memorial Hospital Project SEARCH**

# Program Overview

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Project SEARCH is a unique, business led, nine month vocational training program that takes place entirely at the host site.

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

Project SEARCH provides real-life work experience to help individuals with significant disabilities make successful transitions into community employment.

Individuals attend the program for 9 months within the host business. The business provides access to an on-site training room. The site is staffed by an instructor, career specialist and skills instructors to meet the educational and training needs of each individual.

- Up to 12 participants
- Total workplace immersion
- Internship rotations for career exploration and job skill development
- Customized job search assistance
- Goal of competitive employment

For more information about Project SEARCH, please visit the website at [www.projectsearch.us](http://www.projectsearch.us)

For more information Project SEARCH and the application process, please contact:

**Marissa Urban**

Easterseals SE Wisconsin

**Email:** [marissau@eastersealswise.com](mailto:marissau@eastersealswise.com)

**Cell:** (414) 207-7150

# Application Guidelines

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This application enables the selection committee to properly assess each candidate's skills, abilities, and background. A parent, guardian, 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 COMPLETED application and materials.
2. Applicant and family/support team will be contacted by Project SEARCH staff to hold a phone screen to discuss application and any other questions.
3. Once the application is finished being reviewed by Project SEARCH staff, applicant may be invited to participate in a "Selection Day" assessment. All candidates are **required to participate** in "Selection Day" to be eligible for Project SEARCH. "Selection Day" includes different skill stations and an interview.
4. After Selection Day, the selection committee will determine if the applicant is a good fit for the Project SEARCH Program. *(Selection Committee includes Project SEARCH Staff, representatives from the Project SEARCH sites, Division of Vocational Rehabilitation, long-term care and local school district representatives).*
5. If accepted, candidates must be able to pass a criminal background check and drug screen. Some sites may ask for a pre-employment physical and immunizations as well.

**Application deadline varies from site to site. Please contact Marissa Urban for more information on deadlines.**

## **Selection Priority**

- Candidates within the high school transitioning years (18 – 21 age range) are given top priority in the selection process. (Excluding Froedtert Hospital and Froedtert West Bend hospital sites)
- Candidates who desire to work in the community at the end of the Project SEARCH program.
- 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

## Step 1—Personal Information

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

- Completed application and assessment with signatures
- Candidate Photo
- Letter from Parent, Guardian, or someone who knows the person well describing candidate's strengths and areas for further development
- Letter of Recommendation from School Representative, Employer, Volunteer Placement Supervisor, or Family Care Case Manager, etc.
- Resume (include any volunteer experiences)

### **From Division of Vocational Rehabilitation (DVR):**

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

### **From School: (Not needed for Froedtert Health programs)**

- Current Individual Education Plan (IEP) including Transition Goals
  - High School Transcript
  - Attendance Record
  - Letter of funding support

### **From Managed Care Organization/Private Pay:**

- Signed letter from Managed Care Organization, or private pay statement confirming funding, and the contact person with email and phone information
  - Request a Functional Screen be sent to Easterseals.
- Attendance at a Project SEARCH information session or tour

Please mail or scan and email all site specific materials to:

Marissa Urban  
Easterseals SE Wisconsin  
2222 S 114<sup>th</sup> Street, West Allis WI 53227

<b>Name</b>			
	Last	First	Middle Initial
<b>Address</b>			
	Street	City/State	Zip Code
<b>Home Phone</b>		<b>Cell Phone</b>	
	(XXX)XXX-XXXX	(XXX)XXX-XXXX	
<b>Email Address</b>			
<b>Date of Birth</b>		<b>Gender</b>	<input type="checkbox"/> <b>Male</b> <input type="checkbox"/> <b>Female</b>
<b>Disability</b>			

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

<b>DVR Counselor</b>		
	Name	Phone Number

<b>Second Funder Contact</b>			
	Name	Phone Number	
<b>References</b>	<b>Name</b>	<b>Phone</b>	<b>Relation</b>
<i>Non-Family Members</i>	<b>Name</b>	<b>Phone</b>	<b>Relation</b>

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

- Release:** The candidate's 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.
- 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—Work/Volunteer History

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

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

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Name Title Organization

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Phone Number Email

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Signature Date

# Step 3—Self Assessment

	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	
	Total hours preferred	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	
	Shift preference	<input type="checkbox"/> 1 <sup>st</sup> Shift	<input type="checkbox"/> 2 <sup>nd</sup> Shift	<input type="checkbox"/> 3 <sup>rd</sup> Shift
	Are you willing to work holidays and/or weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	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	

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



<b>Communication &amp; Behavior</b>	I respond when someone speaks to me	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I make eye contact when talking to others	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I use an appropriate tone of voice	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I am comfortable starting a conversation	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I engage in appropriate conversations	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I use appropriate body language	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I display inappropriate touching in public	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I swear/use profanity at school/work	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I lose my temper with others	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I display aggressive behavior	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I use a cell phone at appropriate times	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I am easily understood by others	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I use adaptive equipment to communicate	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
	I use an interpreter and/or sign language	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
If you answered "Often" or "Sometimes" to any of these, please provide further details:				

<b>Interests</b>	Activities I participate in during my free time:	
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<b>Problem Solving</b>	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:	

In your own words, please respond to the following question:

Why do you want to come to Project SEARCH?

Essay Question



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 **Children's**  
Hospital of Wisconsin  
Kids deserve the best.

**Froedtert & MEDICAL COLLEGE of WISCONSIN**

 **PROHEALTH CARE**

 **easterseals**  
Southeast Wisconsin

**STATE OF WISCONSIN**  
 **DWD**  
Department of Workforce Development  
**Vocational Rehabilitation**

