



Project | SEARCH

New Student Application
2022-2023 School Year

Student Name _____

Student Phone _____

Student E-mail _____

High School _____

The purpose of this application packet is to outline the skill set of the Project SEARCH student candidate. This application 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.

The Selection Process includes the following guidelines:

Submit the completed application by **Tuesday, April 5th** to:

Amy Vetter, Project SEARCH Instructor/Coordinator
1100 W. 14th St.
Hastings, NE 68901
402-469-9070
amy.vetter@hpstigers.org

1. All students must have completed a referral to Nebraska VR **no later than April 5th, 2022, and met eligibility requirements.** If applicable, must have applied to the Nebraska Department of Health & Human Services Developmental Disabilities prior to August of 2022. If you need assistance please contact your Nebraska VR representative.
2. The student candidates will participate in an interview/skill assessment during the week of April 19th, time to be determined. They will interview with a Selection Committee represented by the various partners of Project SEARCH, which are: Hastings Public Schools, Mary Lanning Healthcare, Nebraska VR, and ESU 9.
3. If accepted into Project SEARCH, the student will receive written notification and an IEP will be developed with the IEP team for the 2022-23 school year.
- 4. If accepted, the student must be able to pass a drug screen and background check.**

Project SEARCH Application Timeline:

- Applications Due – Tuesday, April 5th.
- Skill Assessment Day – Week of April 19th.
- Notification to families – Week of April 25th.
- Project SEARCH JOB CLUB- TBD
- Orientation Night-TBD
- School to begin-TBD



Entrance Criteria

1. Desire to be competitively employed in the community, at a minimum of 16 hours a week, at the conclusion of the Project SEARCH program
2. Must have the ability to work independently and complete tasks
3. In the last year of school eligibility
4. Has met all graduation requirements
5. Immunizations are current
6. Has a physical social security card and state ID
7. Has an IEP
8. Willing to organize and plan their own transportation to Mary Lanning Healthcare
9. Willing to attend Project SEARCH Job Club in August
10. Willing to comply with COVID-19 policies within HPS and Mary Lanning Healthcare. *Please note: Due to federal government regulations, everyone must have received the COVID-19 vaccine*

APPLICATION PROCESS CHECKLIST

PLEASE NOTE

APPLICATIONS WILL ONLY BE CONSIDERED IF ALL REQUIRED DOCUMENTS ARE SUBMITTED

- ☐ Completed Application Packet*
- ☐ Photo*
- ☐ Immunization Record and Health History Form
- ☐ Copy of COVID-19 vaccination card
- ☐ Current Individual Education Plan (IEP)*
- ☐ Current Multidisciplinary Team Report*
- ☐ High School Transcript
- ☐ Job Training/Vocational Evaluations

Return completed packet to:

**Amy Vetter, Project SEARCH
Instructor/Coordinator
1100 W. 14th St.
Hastings, NE 68901
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STUDENT INFORMATION

Name _____
Last First Middle

Address: _____
Street City Zip Code

Date of Birth: _____

Home Phone: _____ Cell Phone: _____

Have you ever been convicted of a crime? ☐ No ☐ Yes. Explain: _____

PARENT/GUARDIAN INFORMATION

Name: _____ E-mail: _____

Address _____
Street City Zip Code

Home Phone: _____ Cell Phone: _____

Place of Employment: _____ Best Time/Way to Contact: _____

Work Phone: _____

PARENT/STUDENT RELEASE INFORMATION:

- Release of Records: A copy of the student records concerning my son/daughter will be sent to the Project SEARCH program for review.
- Release of Records: A copy of the student health records concerning my son/daughter will be sent to the Project SEARCH program for review.
- Equal Opportunity: Project SEARCH placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.
- **The parent and student agree to comply with these procedures.**

Parent/Guardian Signature: _____

Date: _____

Student Signature _____

Date: _____



FUTURE EMPLOYMENT PREFERENCES:

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

Full time ☐ Part-time ☐

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? _____

SERVICE AGENCIES:

Who is your Vocational Rehabilitation Counselor?

Name _____ Phone Number: _____

Are you eligible for services from the Nebraska Department of Health & Human Services-Developmental Disabilities?

Yes ☐ No ☐

Name _____ Phone Number: _____

Who is the IEP case manager/contact person in school?

Name _____ Phone Number _____

PREVIOUS WORK/VOLUNTEER/JOB TRAINING EXPERIENCE:

Work/Volunteer/Job Training Experience 1

Company: _____ Phone: _____

Address: _____

Supervisor: _____

Responsibilities: _____ Reason for Leaving if paid: _____

Date of Employment: _____ to _____ Hours per week: _____

Attached Evaluation ☐

Did you receive job coaching?	<input type="checkbox"/> No	<input type="checkbox"/> Yes. What type?	Hours per week:
Did you receive disability accommodations?	<input type="checkbox"/> No	<input type="checkbox"/> Yes. What type?	



Have you ever been fired or quit a job?

Yes ☐ No ☐

If yes, please explain: _____

BEHAVIOR INFORMATION

Do you have any behaviors that might impact a successful job Placement? ☐ No ☐ Yes. Describe below

Has the student ever been suspended or in trouble outside of school? ☐ No ☐ Yes. Describe below.

MEDICAL:

Completed Health History Form ☐

Included a copy of COVID-19 Vaccination card ☐

Do you take medications on a regular basis? NO ☐ YES ☐

If yes, please provide details below:

Medication	Purpose	Dosage Amount	Schedule/Frequency	Prescribing Doctor



LIVING ARRANGEMENTS/DAILY CARE:

Living Arrangements

Who do you live with?

Do you perform daily care (bathing, grooming, dressing, toileting) on your own?

Yes ☐ No ☐

If no, who assists you?

Transportation

Do you have a Driver's License?

Yes ☐ No ☐

Will a family member or friend provide you with transportation to the workplace?

Yes ☐ No ☐

If yes, who?

Can you travel to the workplace using public transportation?

Yes ☐ No ☐

If yes, by what method?

If you answered no to all of the above, please explain your plan to get to and from future paid employment?



STUDENT RESPONSE QUESTION

WHY DO YOU WANT TO PARTICIPATE IN PROJECT SEARCH?

The response should be written by the student in his/her own words.

HAVE 2 TEACHERS FILL OUT THE ATTACHED SELECTION RUBRICS.

STUDENT CONTRACT

Read the student contract below and sign and date.

I, _____, understand that if I am accepted into the Project SEARCH program, I 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 8:30am- 2:30pm, Monday through Friday during the Hastings Public Schools academic calendar.
- I will dress appropriately and wear the required attire and protective gear for my job.
- 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 if asked to do so by the Job Coach or Teacher.
- I understand that I am responsible for transportation to Mary Lanning Healthcare.
- I will learn to use public transportation when available and if necessary.
- I will follow all the rules established by the program and host business.
- I will attend monthly meetings with my vocational rehabilitation counselor, parents, teachers, and business staff.
- I will schedule all appointments after Project SEARCH if possible.
- I will be an active participant and communicate any issues/concerns at our monthly meetings.
- At the completion of the program, I will receive my high school diploma.
- I will actively pursue competitive employment.
- If participating in extracurricular activities, I will be dismissed 15 minutes prior to the announcement time.
- I will participate in Project SEARCH Summer Program.
- I will comply with COVID-19 policies within HPS and Mary Lanning Healthcare. *Please note: Due to federal government regulations, everyone must have received the COVID-19 vaccine*

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

Name: _____

Date: _____

Teacher: _____

School: _____

Please rate the student on the following criteria with 1 being the lowest and 3 being the highest. Return to Amy Vetter or in the self-addressed envelope by April 6TH. If you are unsure about any of the questions, contact the student's case manager.

	1	2	3	Comments:
1. Independent daily living and self-care skills (Is the student able to perform daily tasks such as grooming independently?)				
2. Appropriate Social and Behavioral Skills Does the student have any behaviors that might impact a successful job placement?				
3. Verbal Communication (Is the student able to express their needs?)				
4. Problem Solving and Conflict resolution (Is the student able to think on their feet?)				
5. Pace and Work Quality (Is the student self-motivated and able to do quality work with little or no supervision?)				
6. Employability or Soft Skills (Work ethic, attitude, time management, confidence, working under pressure)				
7. Redirected easily/do they take constructive criticism?				
8. Has the student been socially & emotionally stable for the past 6 months? (Threat to self or to others, outbursts, non-compliant or attention-seeking behaviors, inappropriate use of technology)				

TOTAL: _____/24

Additional Comments _____



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