# Project Search Application Process

Thank you for your interest in **Project SEARCH**!

**Project SEARCH i**s a transition to work program that lasts for 1 school year. The program serves young adults with intellectual and developmental disabilities that need an intensive year of career development, internship experience, and support to reach their goals. The program embraces interns that have other disabilities (such as: physical and mental health disabilities) and challenges (such as: poverty and homelessness) as well.

To apply you must be:

- At least 18 years old
- Enrolled in ***Burlington County Special Services School District*** now or following acceptance into the program.
- Have an IEP
- Eligible for Vocational Rehabilitation (DVRS) services

There are 5 steps to the process.

**Step 1:** Discuss with your home school district on your eligibility for application.

**Step 2:** You and your parent / guardian must complete this application and then mail or email it to:

Ms.Samantha Weight 20 Pioneer Blvd, Westampton, NJ 08060
**Phone**: (609) 261-5600 ext. 3100 **Email:** sweight@burlcoschools.org

**Step 3:** The Project SEARCH Selection Team will:

- Gather documents and information from the school and other agencies.
- Review these and consider your strengths, needs, and eligibility.
- Decide if you can move forward in the process.
- Inform you and your parent / guardian of next steps.

**Step 4:** If you are eligible to move forward, you must participate in the Skills Assessment Day.

- This is on date and time TBD at Virtua Memorial Hospital, Mt. Holly. Please put this date on your calendar. We will give you more details about this later.

**Step 5:** The Selection Team will:

- Review the Assessment Day and prior information, and then select the interns for the 26-27 School Year.
- Contact you and your parent / guardian /district to let you know if you were accepted.

# Project SEARCH Application

Please fill out this form. Your parent / guardian and someone from your school can help you, if needed. Before you fill out this form, please attend an information session, tour the program, and watch this video about Project SEARCH: (https://www.youtube.com/watch?v=8juNYG6nP1U).

**Contact Information**

1. **Student/Applicant**

   Name:

   Home Address:

   Phone Number(s):

   Email:

   Birthday:

2. **Parent / Guardian**

   Name:

   Home Address:

   Phone Number(s):

   Email:

3. **Parent / Guardian**

   Name:

   Home Address:

   Phone Number(s):

   Email:

4. Is someone helping you fill out this form? Circle

   No Yes, If yes, please list their name and email or phone number here

   _____ _____
   Name Email/phone number

**Guardian**

5. Are you your own legal guardian?

6. If no, what is the name of your legal guardian?

**Education History**

7. What is your current high school?

8. What is your current teacher's name?

9. What is your current teacher's email?

10. Will you have finished 4 years of high school at the end of this school year?

11. Do you plan to graduate from high school at the end of Project SEARCH?

**Work History**

**12.** Use the chart below to list any volunteer work, non-paid training, and paid work you have had.

| Workplace | Dates of work | Work duties | Non-paid or paid? |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

The goal of Project SEARCH is for you to get a job where you:

- Work in an integrated setting. This means you work with people with and without disabilities.
- Are paid the typical wage for the job.
- Work at least 16 hours each week (with the goal to work full time)

**13.** Are you willing to work 16 or more hours a week in an integrated setting after you finish Project SEARCH?

**14.** Where would you like to work after you finish Project SEARCH?

**15.** Does your family support your work goals?

**Eligibility for Other Services**

16. Have you been approved for services with Vocational Rehabilitation (DVRS)?

- If so, who is your counselor?
- If not, have you applied? Circle YES NO
- If you have not applied, please go to the DVRS website to apply.

17. Have you been approved for long term adult support?

- If so, which program did you choose?
- If so, who is your case manager?
- If not, have you applied?
- If you have not applied, please go to https://www.bcsssd.k12.nj.us/page/admissions or **Application Link** to apply.

**Personal Statement (Answer the Questions Below)**

(If this section is scribed, please write the exact words used by the student. Use as much space as needed.)

18. Why do you want to be a Project SEARCH intern?

19. What do you want us to know about you?

20. How did you find out about Project SEARCH?

**Release of Information**

After looking at this form, the Selection Team will reach out to your school and agency contacts. They will ask for other information to get to know you better.

This will include:

- Education documents such as: Evaluation Team Report (ETR), Individualized Education Program (IEP), attendance and health records, assessments
- VR documents such as: Individualized Plan for Employment (IPE), other assessments
- Long term support documents such as: a functional screen

21. You and your parent / guardian will need to sign the accompanying "Release of Information" form. Do you have any concerns about this release of information?

# Project SEARCH Intern Agreement

You and your parent / guardian will need to sign this agreement if you are accepted into the program.

I, _____, understand that if I am accepted into the Project SEARCH program

- I will complete at least 3 unpaid internships at Virtua Memorial Hospital, Mt. Holly.
- I will attend the program every day from 8:30 am- 3:00 pm (this is subject to change).
- I will follow the dress code and arrive looking clean and neat.
- I will contact my instructor and mentor when I am absent or tardy.
- I will make up any assignments I miss if I am absent.
- I will follow all the rules of Virtua Memorial Hospital, Mt. Holly and of the Project SEARCH program.
- I will attend all meetings with my counselor, parent / guardian, teacher, skills trainers, and business staff.
- I will participate in and discuss any issues at my meetings.
- I will actively look for a job that is 16 hours a week or more in an integrated setting.
- I understand that I must complete a background check, get a flu shot, and complete Virtua staff onboarding.

I have read the statements above. I agree to these terms. I accept my placement in the Project SEARCH program. I understand that I may be asked to leave Project SEARCH if I do not follow these terms.

22. Do you or your parent / guardian have any concerns with needing to sign this if you are accepted?

**Thank you! We will email you to let you know we got your application.**