



Project | SEARCH®

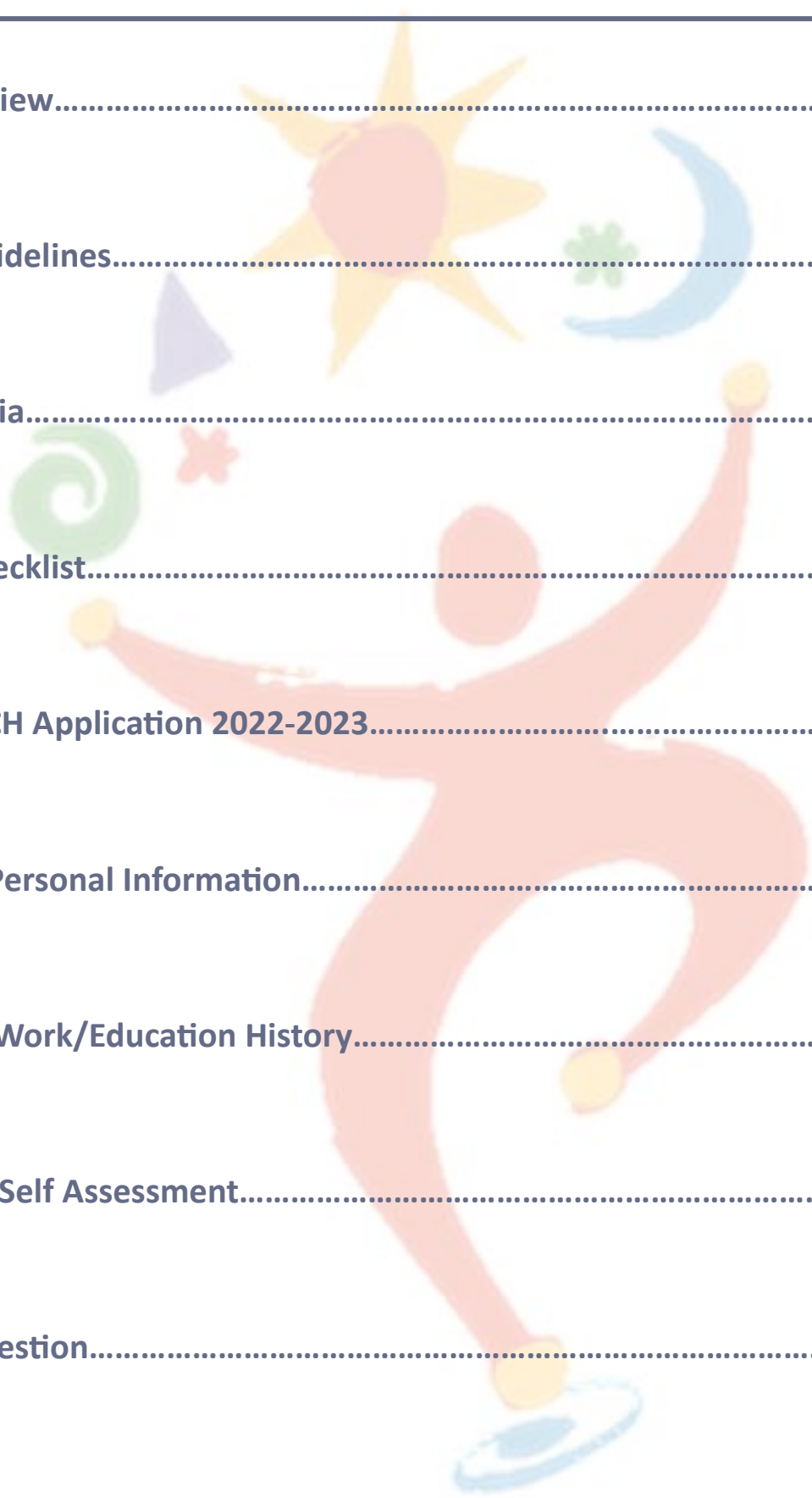
# Application Packet



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# Program Overview

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The Project SEARCH High School Transition Program is a unique, business led, nine month school-to-work program that takes place entirely at the workplace.

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

Our unique program provides real-life work experience to help youth with significant disabilities make successful transitions from school to adult life.

Students attend the program for a full school year in the host business/hospital. The business provides access to an on-site classroom that can accommodate up to 13 students. The site is staffed by a special education teacher and one to three job coaches to meet the educational and training needs of the students.

- Program group of 13 young adults with a variety of disabilities
- Total workplace immersion
- Internship rotations for career exploration and job skill development
- Customized job search assistance
- Goal of competitive employment
- 71% employment outcomes across 600 national programs
- 88% employment outcomes across Wisconsin's 27 programs

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

For more information about Milwaukee County Zoo Project SEARCH, please contact:

**Shelly Niebler**

Project SEARCH Instructor – Milwaukee County Zoo – CESA #1

Email: [sniebler@cesa1.k12.wi.us](mailto:sniebler@cesa1.k12.wi.us)

Office: 414-367-9464

or

**Theresa Brugger**

Manager of Community Employment & Connections-Goodwill

Email: [Theresa.Brugger@goodwillsew.com](mailto:Theresa.Brugger@goodwillsew.com)

Office: 414-847-1957

# Application Guidelines

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This application enables the selection committee to properly assess each candidate's skills, abilities, and background. A parent, 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 application and materials by **February 9, 2022**. Individuals can submit their application earlier as well.
2. Once the application is reviewed by the selection committee (Project SEARCH Staff, representatives from the employer sites, Division of Vocational Rehabilitation representatives, and local school districts), the candidate will be asked to participate in a "Phone Screen" to obtain additional information as well as a "Selection Day" assessment, which will be held on **February 22, 2022**. All candidates are **required to participate** in the "Selection Days" to be eligible for Project SEARCH. "Selection Day" includes different skill stations and an interview.
3. If accepted, candidates must be able to pass a criminal background check, and drug screen. Some sites may ask for a pre-employment physical as well.

## **Selection Priority**

- Candidates within the high school transitioning years (18 – 21 age range) are given top priority in the selection process.
- 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.

# Eligibility Criteria

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- Be between 18 to 24 years of age
- Completed high school credits necessary for graduation by September program start date
- Agree that this will be the last year of student services, and will accept diploma at end of the school year
- Must have an active plan and funding support from Division of Vocational Rehabilitation (DVR) at time of program application
- Must have or be eligible for long-term support (Family Care/IRIS) or have other available funding sources, such as private pay
- Ability to manage personal hygiene, grooming, and daily living skills
- Maintain appropriate behavior and social skills in the workplace
- Take direction from supervisors and be able to adapt to changes/needs of the workplace
- Be able to communicate wants and needs effectively
- Able to understand and follow safety guidelines
- Able to work independently
- Be willing to learn and utilize public transportation when available or have other reliable transportation
- Be able to pass a TB test and background check
- Have a desire and plan to work in the community upon completing the Project SEARCH program

# Application Checklist

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**Please note: All items on this checklist must be completed and submitted together for consideration by February 10, 2021**

- 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
- Resume

**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:**

- Current Individual Education Plan (IEP) including Transition Goals
  - High School Transcript
  - Attendance Record
  - Letter of funding support and Administrator's name OR see below if funding will come from Family Care, IRIS or private pay

**From Family Care/IRIS/Private Pay:**

- Letter from Family Care, IRIS, or private pay statement confirming funding, contact person, and their information
  - Functional Screen (if enrolled with Family Care or IRIS)
- Attendance at a Project SEARCH open house or tour

**Please mail all materials to:** (If mailing, please make a copy for your reference)

**Goodwill — Supported Employment**

**Attn: Theresa Brugger**

**5400 S. 60<sup>th</sup> Street**

**P.O. Box 509**

**Greendale, WI 53129**

**Or**

**Scan and email them to:**

**Theresa.Brugger@Goodwillsew.com**

# Project SEARCH Application 2021-22

## Step 1—Personal Information

<i>Office Use Only</i>	
Date Received:	_____
Date Reviewed:	_____
Reviewed By:	_____
Status:	_____

<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"/> Male <input type="checkbox"/> Female
<b>Disability</b>			

<b>Emergency Contact Name</b>			
	Last	First	
Check One: <input type="checkbox"/> Family <input type="checkbox"/> Support Person <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Court Appointed Guardian			
<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>Supports &amp; References</b>	<b>Name</b>	<b>Phone</b>	<b>Relation</b>	
	<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 student records for the candidate will be shared with Goodwill and 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.
- Trial Period:** A thirty day trial period will be required of all accepted interns. The parent and intern agree to comply with this procedure.
- 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/Education History

<b>Work History</b> (Please list paid and unpaid/volunteer experiences.)	<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>Job Duties:</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>Job Duties:</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>Job Duties:</b>						

<b>Education</b> (Guidance Counselor Use Only)	<b>School Name</b>		<b>Phone Number</b>		
	<b>Guidance Counselor</b>		<b>Graduation Year</b>		
	<b>Total Credits to Date</b>		<b>Cumulative GPA</b>		
	<b>Does the student have the necessary credits for graduation?</b>			<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
	<b>Number of credits remaining:</b>	<b>1.</b>		<b>2.</b>	
	<b>Courses that need to be taken:</b>	<b>3.</b>		<b>4.</b>	
	<b>Days Absent</b>	<b>11<sup>th</sup> Grade</b>		<b>12<sup>th</sup> Grade</b>	
	<b>Comments about attendance:</b>				
	<b>Any medical reasons for absences:</b>				
	<b>Guidance Counselor Signature</b>				<b>Date</b>

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

Name	Title	Organization
Phone Number	Email	
Signature	Date	

# Step 3—Self Assessment

<b>Employment Preferences</b>	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:		

<b>Independent Living &amp; Self Care</b>	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	

<b>Technology</b>	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 inappropriately	<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
Please list accommodations that are needed				

<b>Interest</b>	I participate in the following activities during and after school:	<input type="checkbox"/> Band	<input type="checkbox"/> Theatre	<input type="checkbox"/> Church
		<input type="checkbox"/> Choir	<input type="checkbox"/> Scouts	<input type="checkbox"/> Exercise
		<input type="checkbox"/> Sports:		
		<input type="checkbox"/> Other:		

<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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