



# Project | SEARCH

New Student Application  
2010-2011



**Name** \_\_\_\_\_

**High School** \_\_\_\_\_

**Date Received (official use only)** \_\_\_\_\_

# Application Purpose & Guidelines



Project | SEARCH

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:

1. All students are encouraged to attend an Open House *and must* visit the host business site to observe the culture, possible rotations and meet the instructor and job coaches prior to being selected to participate in Project SEARCH.
2. Submit the completed application by **Thursday, February 11, 2011** to:  
**Joan Hoskinson, Director of Special Needs**  
**Eastland-Fairfield Career & Technical Schools**
3. The Selection Committee will review the applications, and if accepted, match the student skill set and interests with the appropriate Project SEARCH Program.
4. If accepted, an IEP will be developed with the IEP team for the 2010-2011 school year.
5. If accepted, student must be able to pass a criminal background check and drug screen.

## Please note:

- The Selection Committee will include a Project SEARCH instructor, representatives from the host business, an Ohio Rehabilitation Services Commission Counselor (BVR Counselor) and other agency/school representatives.

## Order of selection will be:

1. Oldest students (18 – 21 age range)
2. Students who have finished their necessary credits for graduation
3. Students who will benefit from participation in a variety of internships
4. Students who are interested in using public transportation to access Project SEARCH
5. Students who desire to work competitively at the end of the Project SEARCH program

# Application Packet Checklist



Project | SEARCH

**\*PLEASE NOTE\***

**ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SUBMITTED TOGETHER FOR CONSIDERATION**

- Completed Application Packet
- Photo
- Shot/Immunization Record Or Copy
- Current Individual Education Program (IEP) including Transition Goals
- Current Evaluation Team Report (ETR)  
\*Include Most Recent Math and Reading Scores/Grade Levels
- High School Transcript
- School Transcript from any other formal training
- Attendance Record

Return completed Packet to:

Joan Hoskinson, Director of Special Needs  
4465 South Hamilton Road  
Groveport, OH 43125  
614.836.5725 x1345  
[jhoskinson@efcts.us](mailto:jhoskinson@efcts.us)

Completed background and criminal check including fingerprinting will need to be completed by April 1 for accepted students.

# Recruitment Timeline for 2010-2011



Project | SEARCH

-  Eastland-Fairfield Career & Technical School Open House – December 3, 2009
-  Project SEARCH Information Night at Fairfield Medical Center: December 10, 2009
-  Applications due February 11, 2010
-  Student Interviews March 2010
-  Student Selection Committee meets April 2010
-  Letters out to schools, families, RSC Counselors April 2010
-  RSC Counselors will open eligible cases in April and May
-  IEP's written in May with affiliated school and team members
-  New Student Orientation in early August 2010
-  School begins at end of August 2009

Goal: 12 students per class

**For more information contact:**

**Joan Hoskinson, Director of Special Needs**  
4465 South Hamilton Road  
Groveport, OH 43125  
614.836.5725 x1345  
[jhoskinson@efcts.us](mailto:jhoskinson@efcts.us)

# Application for Admission (page 1 of 5)



Project | SEARCH

**Please complete and return to your home school counselor.**

Eastland- Fairfield Career & Technical Schools / Fairfield Medical Center Project SEARCH Program

## A. Personal Data

Name \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City Zip Code

District of Residence: \_\_\_\_\_ School Currently Attending: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Choose One: (optional)  Male  Female

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian e-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip Code

Parent/Guardian Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

## B. Parent/Student Information:

1. Release: The student records concerning my son/daughter will be transferred from the home school to Eastland-Fairfield Career & Technical Schools for review by the Project SEARCH Advisory Committee also which includes Fairfield Medical Center, Fairfield County Board of Developmental Disabilities and the Rehabilitation Services Commission.
2. Equal Opportunity: Project SEARCH placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.

**A two-week trial period will be required of all accepted enrollees. The parent and student agree to comply with this procedure.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Application for Admission (page 2 of 5)



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**C. School Guidance Counselor Use Only:** Please attach transcript and most recent report card

Total Credits to Date	_____	Cumulative GPA	_____
Does the student have the necessary credits for graduation?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
List Course Deficiencies:	1. _____	2. _____	
	3. _____	4. _____	
Days Absent:	11 <sup>th</sup> _____	12 <sup>th</sup> _____	
Comments about Attendance:	_____ _____ _____		

Counselor/Special Education Administrator Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Application for Admission (page 3 of 5)



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## FUTURE EMPLOYMENT PREFERENCES and BACKGROUND:

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

Full time  Part time

Which shift would you prefer working after graduating from Project SEARCH?

1<sup>st</sup> Shift  2<sup>nd</sup> Shift  3<sup>rd</sup> Shift

Would you be willing to work holidays and/or weekends?

Yes  No

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? \_\_\_\_\_

List jobs you do or have done in school or in the community:

Employer	Job Title	Job Duties	Supervisor Name	Contact Number	Paid	Unpaid
		1. 2. 3. 4.			<input type="checkbox"/>	<input type="checkbox"/>
		1. 2. 3. 4.			<input type="checkbox"/>	<input type="checkbox"/>
		1. 2. 3. 4.			<input type="checkbox"/>	<input type="checkbox"/>

Have you ever been fired from a job?

Yes  No

If yes, please explain:

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Have you ever quit a job?

Yes  No

If yes, please explain:

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# Application for Admission (page 4 of 5)



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## SERVICE AGENCIES:

Do you have a Vocational Rehabilitation Counselor? (RSC or BSVI)

Yes  Name \_\_\_\_\_ Phone Number: \_\_\_\_\_  
No

Are you eligible for services from the County Board of MR/DD?

Yes  Name \_\_\_\_\_ Phone Number: \_\_\_\_\_  
No

## INDEPENDENT LIVING:

Medications/ dosage/ Time of day taken by student

Medication	Dosage	Time of day

List any health or medical issues that may impact a successful job placement:

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Please list any limitations that impact employment:

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## BEHAVIORAL SUMMARY:

Do you have any behaviors that need supported in order to have a successful job placement?

Yes  No

Please Explain:

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## STUDENT RESPONSE QUESTION

Why do you want to come to Project SEARCH? (Complete in your own words and/or person assisting will write the responses in the students own words)

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**List Three References:**

	Name	Type of Reference	Phone Number	Email Address
1.		Family Reference		
2.		School Reference		
3.		Other Community or Agency Reference		

**The person assisting the student to complete this application is:**

Name	Title	Phone Number	Date
Organization	Phone Number	Email contact	
Signature			

# Sample Student Contract



Project | SEARCH  
Application 2009-2010

\*\*\*\*\*SAMPLE\*\*\*\*\*

## Student Contract

**Read the student contract below and sign and date.**

I, \_\_\_\_\_, understand that I have been accepted into the Project SEARCH program and 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 8:00am- 2:30pm, Monday through Friday.
- I understand that the Project SEARCH program correlates with an Eastland Fairfield Career Technical Schools calendar.
- I will dress appropriately and wear required attire.
- 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.
- I understand that I am responsible for transportation to the host site.
- I will learn to use public transportation when available.
- I will follow all the rules established by the program and host business.
- I will attend monthly meetings with my rehabilitation counselor, parents, teachers, and business staff.
- I will be an active participant and communicate any issues at our monthly meetings.
- At completion of the program, I will receive my high school diploma (if still in high school).
- I will actively pursue employment.

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

***\*The student will be asked to sign this upon acceptance into the program at the IEP meeting.***