



Project SEARCH

Candidate Application

Candidate Name: _____

School: _____

Address _____

Email _____

Phone Number _____

Intern Application Packet

Thank You for your interest in Project SEARCH. This program is offered to transition students based on an application process. Project SEARCH is a transition to work program lasting one school year. The program serves students with intellectual and developmental disabilities who would benefit from an intensive year of career development, internship experience, and support to reach their employment goals. Project SEARCH is for students whose goal is competitive employment in an integrated setting for a minimum of 16 hours per week. The program host business is Baylor Scott & White Healthcare in Brenham, Texas. The Interns are totally immersed in the workplace which facilitates employability and marketable work skills.

Project SEARCH Entrance Criteria

- Must be at least 18 years of age
- Desire and plan to work competitively in the community at the conclusion of the Project SEARCH Program
- Have completed high school credits necessary for graduation before beginning program
- Meet eligibility requirements & be enrolled in Vocational Rehabilitation Services, Texas Workforce Solutions
- Have Individualized Education Plan
- Agree that this will be the last year of student services
- Have independent personal hygiene and grooming skills
- Have independent daily living skills
- Maintain appropriate behavior and social skills in the workplace
- Take direction from supervisors and instructor and make changes to behavior based on feedback
- Be able to communicate effectively
- Be able to pass a drug screen, background check
- Provide own transportation to work site
- Have required immunizations up to date, including COVID vaccination
- Agree to participate in Project SEARCH which is a non paid internship

Application Purpose & Guidelines

The purpose of this application is to give an informed picture of the Project SEARCH candidate. The information collected in this application enables the selection committee to properly assess each candidate's skills, and abilities. Our goal is to select students who will be successful in a Project SEARCH program and reach the outcome of Competitive Employment.

Steps to Project SEARCH and Employment

1. Submit completed application by **March 1, 2023** to
 - a. Sharon Machac, Project SEARCH Coordinator, at Baylor Scott & White Hospital
 - b. Christy Van Dyke at Brenham ISD
 - c. Mary DeGeorge, Texas Workforce
2. All Students and Parents are encouraged to attend an Open House/Information meeting, take a tour of the host business site to observe the culture, and meet with the Instructor and Skills Trainers prior to being selected to participate in Project SEARCH.
3. Complete Project SEARCH application, Apply to Texas Workforce and meet all eligibility requirements
4. The Selection Committee will review the applications and will schedule Interviews

If selected, the student will need to provide the following information to Project SEARCH

- Proof of Health Insurance
- Photo
- Copy of State ID or Driver's License
- Consent for background check
- Consent for drug screen
- Completion of immunizations/ vaccines /COVID shot, required by Baylor Scott & White Hospital
- Copy of shot/immunization records

Students who have not completed the necessary requirements will not be permitted to participate in our Brenham Project SEARCH Program.

Please Note: The Selection Committee will include the Host Site Liaison, the Project SEARCH Coordinator, Project SEARCH Skills Trainer, Project SEARCH School District Liaison, Project SEARCH representatives from TEXAS WORKFORCE Solutions, and Project SEARCH representatives from The Whole Solution.

Order of selection:

1. Students who have finished their necessary credits for graduation
2. Students who will benefit from participation in a variety of internships
3. Students who desire to gain competitive employment at the end of the Project SEARCH Program.
4. Students who have been accepted to TEXAS WORKFORCE SOLUTIONS.

Project SEARCH Application Checklist

- VR referral and waiver form
- Shot/Immunization record or copy
- Current Individualized Education Plan(IEP)
- Copy of most recent re-evaluation paperwork
- Attendance record
- Behavior Implementation Plan
- Teacher Evaluation Questionnaire

Application for Admission / Personal Information

Student's Full Name _____

Birthdate _____ Social Security # _____

Address _____

Email (students) _____

Students Cell Phone # _____

Parent /Guardian Name _____

Address _____

Phone _____ Work _____

Email _____

Parent and Student Information

1. I understand as an Intern in Project SEARCH, I must have the desire to gain competitive employment.
2. I will follow all the rules established by Project SEARCH Program and Baylor Scott & White Hospital.
3. Career placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.
4. Four week probationary period for all Interns.

Parent / Guardian Signature _____

Date _____

Student Signature _____

Date _____

Employment Background

When you are hired for paid employment do you want to work? **Full time** **Part-time**

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

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

Job #1 _____

| Start/End Date | Employer | Paid circle one | Supervisor | Contact number |
|----------------|----------|-----------------|------------|----------------|
| | | Yes No | | |
| Task 1 | Task 2 | Task 3 | | |
| | | | | |

Job #2 _____

| Start/End Date | Employer | Paid circle one | Supervisor | Contact number |
|----------------|----------|-----------------|------------|----------------|
| | | Yes No | | |
| Task 1 | Task 2 | Task 3 | | |
| | | | | |

Job #3 _____

| Start/End Date | Employer | Paid circle one | Supervisor | Contact number |
|----------------|----------|-----------------|------------|----------------|
| | | Yes No | | |
| Task 1 | Task 2 | Task 3 | | |
| | | | | |

Have you ever been fired from a job **Yes** **No**

If yes,
explain _____

Have you ever quit a job? **Yes** **No**

If yes,
explain _____

Other Experience

Does the student have previous volunteer experience?

Organization: _____

Volunteer
Duties _____

After the Project SEARCH program is completed, do you plan on getting and maintaining a :

Full time job

Part time job

No job

Where or what kind of job are you interested in?

How many hours per week?

Where do you plan on Living?

Home

Own Apartment

Friends

Other

Transportation

How do you plan to get to Project SEARCH?

Parents

Walk

Drive Self

Other: _____

Service Agencies

Are you a client of Vocational Rehabilitation-Texas Workforce? _____

If yes, Counselor Name _____

Phone

number _____

Are you receiving Social Security benefits? _____

Independent Living

List all medications taken routinely. Use as additional sheet if necessary

| Medication | Dosage | Time of Day |
|------------|--------|-------------|
| | | |
| | | |
| | | |

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

Please list any limitations that may impact employment

Behavioral Summary

Do you have any behaviors that might impact a successful job placement? Yes No

If yes,
explain

Have you been arrested? Yes No

If Yes,
explain:

Has the student ever been placed on a behavioral plan while in High School? Yes No

If Yes, please explain

Has the student ever been suspended/excluded /removed from High School? Yes No

If yes, please describe:

Student Response Question

Why do you want to become an Intern with Project SEARCH? Complete in your own words?

References

List 3 References

| Full Name | Relation to You | Phone # | Email |
|-----------|-----------------|---------|-------|
| | | | |
| | | | |
| | | | |

Authorization

This application has been completed by:

Printed name _____

Title _____ Phone number _____

Signature _____ Date _____

Required Immunizations for Interns

Below are the required immunizations for interns attending Project SEARCH at Brenham Baylor Scott & White Hospital. Interns must complete all immunizations before they will be allowed to attend Project SEARCH Internships at the Hospital.

Please note that this list may change if/when hospital requirements change

Required Vaccinations:

- Tuberculosis- TB blood test or TB skin Test (2 negative readings at least one week apart)
- Hepatitis B- HBV3-step vaccination or positive titer
- Measles/Mumps/Rubella- MMR 2 step vaccination or positive titer
- Chicken pox - Varicella 2-step vaccination or positive titer(History of varicella requires titer)
- Tetanus toxoid, reduced diphtheria toxoid, and acellular pertussis -Tdap vaccination administered over the age of 18
- Influenza /Flu vaccination during flu season (October - March)
- COVID-19 2-step vaccination

All intern's vaccination records will be reviewed and verified by the Baylor Scott & White employee health nurse. Interns and families will be notified when the intern is medically cleared to work at the hospital.

Vaccination records must be submitted to Sharon Machac (smachac@brenhamk-12.net) no later than July 13, 2023. This allows sufficient time for the employee health nurse to review records,

Drug test, Background check, and TB test, will be done 2 weeks before the first day of our Project SEARCH program.

Thank you for your interest in Project SEARCH.

Please return completed Application Packets to:

Sharon Machac, M.Ed.

Project SEARCH Coordinator

Baylor Scott & White Hospital

700 Medical Parkway, Brenham TX

979-377-5061

smachac@brenhamk-12.net

Christy Van Dyke

Transition Specialist

Brenham High School

525 E.H. Ehrig, Brenham TX

979-277-3800

cvandyke@brenhamk-12.net

