



# Project | SEARCH

**Name of Person Reapplying** \_\_\_\_\_

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



The purpose of this application packet is to outline the skill set of the Project SEARCH intern candidate. This application enables the Selection Committee to properly assess each 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 interns who will be successful in a Project SEARCH program and reach the outcome of competitive employment.

**The Selection Process includes the following guidelines:**

**MAIL or EMAIL** the completed application to:

**Lu Merrick  
Director of Post High School Programs  
The Ivymount School  
11614 Seven Locks Road  
Rockville, MD 20854  
lmerrick@ivymount.org**

**Or EMAIL** the completed application to:

**Nancy Eaby**

**Project SEARCH Program Director, SEEC**

**240-418-7468**

[PSRecruitment@seeonline.org](mailto:PSRecruitment@seeonline.org)

1. The Selection Committee will review the applications, matching the applicant's skill sets and interests, work and/or volunteer experience with the Project SEARCH Program requirements.
2. Acceptance into the Project SEARCH program is **NOT a guarantee of employment.**
3. If accepted, all applicants are **required to attend an Open House in the summer** at the host business site to learn about the work-place culture, possible internships and meet the instructor and job coaches (Specific date to be scheduled).
4. If accepted, some sites will require that an intern be able to pass a criminal background check and drug screen. The NIH program (only) requires each intern to provide documentation of a negative TB test taken within 6 months of the program's start date.

**Please note:**

- The Selection Committee will include our Business Partners, representative(s) from SEEC, representatives from The Ivymount School, and may also include representatives from: Maryland and District of Columbia Vocational Rehabilitation agencies, Maryland and District of Columbia Developmental Disabilities Administration, Project SEARCH program staff.



**\*PLEASE NOTE\* ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND RESUBMITTED TOGETHER FOR APPLICATION TO BE RECONSIDERED (including all email and phone contact info)**

- **Individual Plan (IP) ONLY for applicants who currently receive DDA/DDS supports**
- **Most Recent Psychological evaluation/report (school or private therapist/counselor)**
- **Applicant's UPDATED Work/Volunteer History/resume (including details about specific work tasks)**
- **Proof of funding (i.e., eligibility letter from DDA; service funding plan for DORS/RSA).**

**Applications will not be processed unless all required documentation has been provided.**

## Application Timeline

- 🌸 **Applications due as soon as possible**
- 🌸 Applicant **Interviews December through May**
- 🌸 **Letters of Acceptance** sent to interns and families no later than **June**, or **as soon as funding information is complete.**
- 🌸 Vocational Rehabilitation Counselors will complete eligibility and develop Individual Plan of Employment - summer before program starts.
- 🌸 Maryland Residents Only – must have DDA funding in place prior to start date of program or have private pay agreement established with Ivymount.
- 🌸 **Student Applicants only** -- IEP amendments (if applicable) completed by August prior to start of PS program.
- 🌸 New Interns attend Open House at their assigned program, mid-July.
- 🌸 Project SEARCH programs begin late August to early September.

Please complete and return **(print clearly)**

**A Applicant's Personal Data**

Name

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Last	First	Middle
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Address:

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Street	City	Zip Code
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Applicant's Email

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Applicant's Phone#

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Date of Birth:

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	Male	Female
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**Parent/Guardian**  
Name:

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**Parent/Guardian**  
Email:

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**Parent/Guardian #1** Home Phone:

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Cell Phone #1:

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**Parent/Guardian #2** Home Phone:

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Cell Phone #2:

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**B. Parent/Student Information:**

1. Release: The student records concerning my son/daughter will be reviewed by the Project SEARCH Selection Committee (For student applicants)
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 four-week trial period will be required of all accepted enrollees. If at any time during this trial period the PS team deems that the program is not a good fit, a meeting will be held with all parties and the intern's placement will be terminated. The parent and applicant agree to comply with this procedure.**

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

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

**Current Service Provider Information:**

Are you currently working with a Service Provider/adult agency?      Yes              No

If "Yes" provide agency name: \_\_\_\_\_

Agency contact/consultant's name: \_\_\_\_\_

List any jobs you have had since last applying:

Employer	Job Title	Job Duties	Supervisor Name	Contact Number	Paid	Un-paid
_____	_____	1. _____ 2. _____ 3. _____ 4. _____	_____	_____		
_____	_____	1. _____ 2. _____ 3. _____ 4. _____	_____	_____		
_____	_____	1. _____	_____	_____		

		2. _____ 3. _____ 4. _____				
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Have you been fired since last applying?

Yes

No

If yes, please explain:

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Have you quit a job since last applying?

Yes

No

If yes, please explain:

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**FUNDING & SERVICES AGENCIES: (Complete information needed)**

Do you have a Vocational Rehabilitation Counselor?  
 (MD-DORS or DC-RSA)    Yes    No

Counselor's Name

Phone Number:

\_\_\_\_\_

Have you applied to DDA (Maryland residents) for funding?    Yes    Don't Know    No  
 DDA funding is the main funding source for participation in Project SEARCH. Without secured DDA funding in place, applicants may consider private pay as an option.

Are you eligible for long-term funding? (MD DDA Transitioning Youth Services or DC DDS Services)

Yes    Service Coordinator:

Phone:

\_\_\_\_\_

No

Do you have Medical Assistance (Medicaid)?

Yes    Medicaid # \_\_\_\_\_

No

Do you have SSI or SSDI?

Yes      SSN # \_\_\_\_\_

No

**MEDICAL/PHYSICAL SUMMARY**

**If no changes since previous application on this section, leave blank.**

Do you take medications regularly?

Yes      Please complete table below

No

Medications/ Dosage/ Time of day taken by applicant

Medication	Dosage	Time of day	How does it help?

Do you take your medications **independently** (with no assistance)?

Yes

No

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

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How long can you be on your feet? \_\_\_\_\_

Please list any limitations that may impact employment:

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**What assistive devices do you use?**    Glasses or contacts    Hearing aid(s)    Assistive Tech device

Walking or mobility aid or mobility aid other: \_\_\_\_\_

**BEHAVIORAL/PSYCHOLOGICAL/EMOTIONAL SUMMARY:**

(It's very important to include all current information but **if no changes since previous application on this section, leave blank.**)

**\*Please make sure you include most recent Psychological report or therapist summary.**

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

Yes

No

**Please Explain:**

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Do you see a specialist such as a psychologist, therapist, social worker/counselor, psychiatrist, neurologist, etc. and if yes, how often/how does it help?

Yes

No

**Please Explain:**

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**\*NEATLY\* List Three References (other than family members because it is most helpful to have references from work or volunteer experiences.)**

**(REQUIRED TO PROCESS APPLICATION):**

	Name	Relationship	Phone	Email Address
1.				



2.				
3.				

**If the applicant did not complete the application themselves, please identify the person assisting the student/individual to complete this application.**

\_\_\_\_\_

Name                                      Relation to Applicant      Email contact                      Date

\_\_\_\_\_  
Signature

**APPLICANT RESPONSE QUESTION**

Why do you want to participate in Project SEARCH? (Complete in **your own words** and/or person assisting will write the responses **in the applicant's own words**)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROGRAM PREFERENCE:**

**The selection committee will make recommendations for placement in the Project SEARCH program that we believe best matches an applicant's skills and interests and gives that applicant the best opportunity for employment.**

**Indicating a preference for a specific program is no guarantee that if accepted you will be placed in that location nor is it a guarantee of employment at that location. If you are only interested in one program then only indicate that program as your preference, understanding that it may limit your options for placement.**

**If accepted into Project SEARCH, I am only interested in attending the following**

**program:** \_\_\_\_\_.



## Parent/Guardian Agreement

I, \_\_\_\_\_, understand that if my son/daughter is accepted into a Project SEARCH program I agree to abide by the following terms and conditions:

- I will attend the Intern Update meetings for my son/daughter as scheduled each rotation.
- I will be an active participant and communicate any successes/concerns with the team.
- I will be an active participant in the Family Involvement program as set forth by the parents each program year.
- I will be supportive in helping my son/daughter reach his/her career goals.
- I will be supportive of my son/daughter in learning how to use public transportation.
- I will collaborate with the Project SEARCH team and address any issues and concerns regarding my son/daughter's progress in the program by also working on them at home.
- I will attend any additional meetings that may need to take place to address any disciplinary issues involving my son/daughter.
- I understand that my son/daughter may be sent home if they do not meet the professional standards of appearance concerning dress code and **hygiene**.
- I understand that my son/daughter **will not receive** any related services (Speech Therapy, Occupational Therapy, Physical Therapy or Mental Health Services) as part of the Project SEARCH program.
- I understand that my son/daughter's participation in the Project SEARCH program is an opportunity to increase their employment readiness and it is **NOT a guarantee of employment**.
- I understand that my son/daughter may be asked to leave the program if it is decided that they are no longer a fit for the program or they fail to follow the terms and conditions outlined in the Applicant Agreement and/or the rules and regulations established by the host business.
- I will support the Project SEARCH team in their expectation that my son/daughter follow all of the rules established by the program and host business.
- I understand that there is a **zero tolerance** policy for any aggressive, threatening behavior
- **I will support my son/daughter's decision to work in paid employment following completion of the program.**

I have read the above terms and conditions and agree to support my son/daughter in the ways mentioned above if they are accepted to participate in a Project SEARCH program.

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Parent/Guardian Signature

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Date



## Project | SEARCH

### Intern Contract

I, \_\_\_\_\_, understand that if I participate in a Project SEARCH program I must abide by the following terms and conditions:

- I will complete up to three unpaid job rotations within the host business.
- I will attend the program every day arriving **on-time**, Monday through Friday.
- I will dress appropriately and wear required attire.
- I will bathe/shower, brush my teeth, wear deodorant, fix my hair in the morning, and wear clean and neat clothes daily. **If my hygiene is unacceptable, I may be sent home.**
- I will participate in the daily instructional group and understand that this is an important part of the Project SEARCH program.
- I will call my instructor and department supervisors when I am absent or tardy.
- I will whenever possible, make up any time missed due to absences.
- I understand that there is no school bus transportation and I am responsible for arranging **on-time** transportation to my Project SEARCH site.
- I will learn to use public transportation when available.
- I understand that participation in the Project SEARCH program is an opportunity to increase my employment readiness skills.
- I will actively pursue employment as the goal for participation in Project SEARCH.
- I understand that participation in the program is **NOT a guarantee of employment.**
- I will be expected to increase my independence and responsibility at home as well as in the Project SEARCH program. (i.e., taking care of my personal needs, including personal hygiene; making my own lunch, keeping in mind good nutrition; contributing to my home life by doing daily chores as assigned)
- I will be respectful of people and property at all times.
- I will follow all of the rules established by the program and host business.
- I understand that there is a **zero tolerance** policy for any discrimination, workplace violence (including aggressive and threatening behavior), breach of confidentiality, sexual harassment or harassment of any kind.
- I will self-advocate and be an active participant at my intern update meetings with my job coach, parents, teacher, and business staff.
- Upon completion of the program, I will receive a Certificate of Completion.

I have read the above terms and conditions and agree to abide by them. I accept that the first 4 weeks of the program are a trial period that will determine if I am meeting the program eligibility criteria and terms of the agreement as outlined above. I fully understand and accept that I may be asked to leave the Project SEARCH program at any time if I fail to follow these terms and conditions. My continuing participation in the Project SEARCH program may be reviewed at any time.

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Applicant Signature

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Date