

Project SEARCH
at
Salina Regional Health Center
Internship Program



Application Packet
School Year applying for: _____

Name _____

High School/Adult _____

Project SEARCH Partners



Date Received (official use only) _____

Application Purpose and Guidelines

The purpose of this application packet is to outline the skill set of the Project SEARCH 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:

1. All applicants are encouraged to attend an Open House *and must* visit the host business site to observe the culture, possible rotations, meet the instructor and skills trainers prior to being selected to participate in Project SEARCH. Tours of Salina Regional facility are being scheduled by appointment only.
2. Submit the completed application to:
Ardis Bryan, Instructor
Project SEARCH at Salina Regional Health Center
400 S. Santa Fe
Salina, KS 67401
785-452-6973 (w)
785-822-7777 (c)
ardis.bryan@usd305.com
projectsearch@srhc.com
3. The Selection Committee will review the applications, and if accepted, match the intern's skill set and interests with the appropriate Project SEARCH Internship placement.
4. For accepted High School applicants, an IEP will be developed with the IEP team for the Internship school year.
5. If accepted, the intern 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, a Kansas Rehabilitation Services Counselor (VR Counselor) and other partner agency/school representatives.
- This application packet is utilized for both high school transition and adult candidates.

Order of selection will be:

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

Application Packet Checklist

PLEASE NOTE

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

- Completed Application Packet
- Photo
- Shot/Immunization Record or Copy (The school nurse should be able to provide a copy)
- Most recent or current Individual Education Plan (IEP) including Transition Goals
- Current or most recent Evaluation Team Report - Include Math and Reading Scores/Grade Levels
- High School Transcript
- School Transcript from any other formal training (Technical School, College)
- Attendance Record (for High School applicants)
- Discipline Record (for High School applicants)
- Career Assessment: VocFit (will be provided by Project SEARCH).
Also accepting high school career assessments.
- Official Kansas State ID or Driver's License (No copies- present original during Interviews)
- Government issued Social Security card (No copies- present original during Interviews)
- State issued birth certificate (No copies-present original at Interviews)

Return completed Packet to:

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After acceptance into Project SEARCH interns must complete:

- Background and criminal check by Salina Regional will be completed in July for accepted interns.
- Physical Exam provided by Salina Regional in July for accepted interns.

Unified School District #305 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning Unified School District #305 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District #305 Executive Director of Human Resources, P.O. Box 797, Salina, Kansas 67402, 785-309-4726.

General Application Timeline

- 📅 Project SEARCH Information Night: held on November 3, 2022 at 6:30pm
- 📅 Applications due December 15 of application year.
(Late applications will be placed on a waiting list).
- 📅 Project SEARCH Interviews and Skills Testing: January 26 & 27, 2023
- 📅 Applicants notified of Selection Committee decision by mid-February.
- 📅 Letters out to: families, schools, VR Counselors Mid to late-February.
- 📅 VR Counselors will open eligible cases March-August.
- 📅 IEP's written in February-April with affiliated school and team members.
- 📅 New Intern and Family Orientation in early August, 2023 (Kick-Off Event).
- 📅 Project SEARCH begins middle of August 2023: following Salina USD305 Calendar.

Class Size Goal: 14 students

For more information and to schedule a visit, please contact:

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Project SEARCH at Salina Regional Health Center
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Salina, KS 67401
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projectsearch@srhc.com

C. All Applicants:

Please attach transcripts, disciplinary records, attendance records, and immunization record.

High School Applicants To be completed by School Counselor

High School Attending: _____

_____ Total Credits to Date _____ Cumulative GPA

Does the student have the necessary credits for graduation? Yes No

List Course Deficiencies: 1. _____ 2. _____
3. _____ 4. _____

Days Absent: 11th _____ 12th _____

Comments about Attendance/Discipline: _____

High School Case Manager: _____

Phone: _____ Email: _____

High School Principal: _____

Phone: _____ Email: _____

High School Counselor: _____

Phone: _____ Email: _____

School Address: _____

Website: _____

Counselor/Special Education Administrator Comments:

Name: _____

Signature: _____ Date: _____

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?

1st Shift 2nd Shift 3rd 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 or internships you do or have done in school or in the community:

(You may attach a Resume or separate sheet listing work experience if needed.)

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:

Have you ever quit a job?

Yes No

If yes, please explain:

ADULT SERVICE AGENCIES:

Do you have a Vocational Rehabilitation Counselor or Pre-ETS Counselor?

Yes Name _____ Phone Number: _____
 No

Are you eligible for services from a community services provider?

Yes Agency: _____ Phone Number: _____
 No Case Manager: _____ Email Address: _____

Do you receive KanCare? Yes No Name of Provider: _ _____

INDEPENDENT LIVING:

Medications/ dosage/ Time of day taken by student (You may attached a written list)

Medication	Dosage	Time of day

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

Please list any limitations that impact employment:

BEHAVIORAL SUMMARY:

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

Yes No

Please Explain:



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 student's own words)

List Three References:

	Name	Type of Reference	Phone Number	Address/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

*****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 the Salina USD305 school calendar.
- I will dress appropriately and wear required attire.
- I will arrive at Project SEARCH daily: clean and showered, with clean clothes and good hygiene.
- I will call my instructor and departmental supervisors when I am absent or tardy.
- I will abide by the established attendance policy of Salina Regional.
- 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 Salina Regional and Project Search.
- My work at Salina Regional will be evaluated regularly by Salina Regional and Project SEARCH staff.
- I will attend monthly meetings with my rehabilitation counselor, parents, teachers, case manager 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 during and following my internship.
- My class work and task assignments will all be directed towards helping me find a job.
- I agree to a 60-day probationary period during which my placement in Project SEARCH will be evaluated. My work skills and business soft-skills must meet the standard of Salina Regional Health Center and the Project SEARCH program. During this period, I may be required to adhere to a behavior contract and a monitoring system which will help me address concerns that would keep me from gaining and retaining employment.
- I understand that participating in Project SEARCH will not guarantee me a job, but is a training program that will assist me in gaining the skills needed to be considered for employment within the community.

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 Intern will be asked to sign this upon acceptance into the program at the IEP meeting or contract meeting.***

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