**KCS Project** **SEARCH Application**

**Locations: Parkwest Medical Center and Fort Sanders Regional Medical Center**



2023-2024 Application

**Please return to the Case Manager at your high school by Friday February 3rd, 2023**

**Candidate**

**Name**

**:**

**Phone**

**:**

**Email Address**

**:**

**High School**

**:**

**Case Manager:**

www.projectsearch.us

   

  

**Application Purpose & Guidelines**

The purpose of this application packet is to outline the skill set of the Project SEARCH candidate. This application enables the KCS Project SEARCH programs and the host hospitals to properly assess each candidate’s interests, skills, abilities and background. A parent, Independent Support Coordinator, direct support professional, skills trainer or employer may be contacted to gather additional information. Our goal is to select candidates who will be successful in a Project SEARCH program and reach the outcome of competitive employment.

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

* **All applicants MUST attend an interview and skills assessment at either Parkwest Medical Center or Fort Sanders Regional Medical Center. The date/time will be announced at a later date.** Please dress business casual for the interview and be prepared to perform several different job tasks.
* If selected, an IEP meeting will be arranged to amend the Individual Education Plan
* If selected, applicants MUST do the following prior to the first day in August:
	+ **Pass a criminal background check**
	+ **Pass an observed drug screening**
	+ **Complete a TB Test** (or proof of TB done in past 12 months)
	+ **Agree to receiving a flu shot** at the beginning of flu season (October)
	+ **Covid-19 vaccination or approved religious or medical exemption**
	+ **Show proof of required vaccinations:**

- 2 documented dates of MMR vaccine OR documented evidence of a positive titer

- Hepatitis B Series or have a signed declination on file

 \* Accepted applicants may be required to pay for all or some uniform and hospital

 requirement costs

**RETURN COMPLETED PACKET TO:**

**Your Case Manager at your High School**

-OR-

Bearden, Farragut, Halls, Hardin Valley, Karns, West and Central High School

**Point of Contact:** Shannan Dean-Long, Parkwest Medical Center Instructor

**Email:** Shannan.DeanLong@knoxschools.org

**Phone:** 407-376-2733

Austin-East, Carter, Fulton, Gibbs, Powell and South Doyle High School

**Point of Contact:** Raven Raby, Fort Sanders Regional Medical Center Instructor

**Email:** Raven.Raby@knoxshools.org

**Phone:** 865-236-0041

1. **APPLICANT PERSONAL INFORMATION:**

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

SS#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender Identity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street (Apt./#) City Zip Code

1. **CONSERVATOR INFORMATION:**

Do you have a conservator appointed by the court? Yes No

If yes, list name below. **If no, list a family member/friend** assisting you with your application:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street (Apt./#) City Zip Code

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C. APPLICANT/CONSERVATOR ACKNOWLEDGEMENT AND APPROVAL:**

Selection into the Project SEARCH Program is dependent upon program and host hospital review.

By signing below you agree to release all information on this application for the purpose of discussion during the program and host hospital review.

By signing below you also authorize Project SEARCH Knoxville to use your name, photograph and any video-taped activities for media presentations related to Project SEARCH activities.

Equal Opportunity: Program decisions regarding acceptance and 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 candidates who are accepted into the Project SEARCH program. The conservator and applicant agree to comply with this procedure.**

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

 **Conservator Signature *(if applicable)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**D. EDUCATION AND EMPLOYMENT INTERESTS:**

When you are hired for paid employment do you want to work full time or part time? Please check both if applicable: Full-time: Part-time:

Which shift would you prefer working after completing Project SEARCH? Check all that apply:

 Day shift Evening shift Night shift

List jobs you do or have done in school or in the community (if any). List most recent first:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Start Date:**  | Employ | er:  |  | Paid Employment:  |  **Yes**  |  |  **No**  |
|  |  Address |  |   | Phone Number:  |  |   |  |
| **End Date:**  | Task 1:  |   | Task 2:  |  |   |  |  |
|   | Task 3:  |   | Task 4:  |  |   |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Start Date:**  | Employ | er:  |  | Paid Employment:  |  **Yes**  |  |  **No**  |
|  |  Address |  |   | Phone Number:  |  |   |  |
| **End Date:**  | Task 1:  |   | Task 2:  |  |   |  |  |
|   | Task 3:  |   | Task 4:  |  |   |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Start Date:**  | Employ | er:  |  | Paid Employment:  |  **Yes**  |  |  **No**  |
|  |  Address |   |   | Phone Number:  |  |   |  |
| **End Date:**  | Task 1:  |   | Task 2:  |  |   |  |  |
|   | Task 3:  |   | Task 4:  |  |   |  |  |

Have you ever been fired from, let go from or asked to resign 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:

**E. UNIFORM:**

Please provide size for uniform ordering purposes (note - cost of shirt may not be covered):

Shirt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**F. TRANSPORTATION:**

How do you plan to get to Project SEARCH? (training site could be Parkwest or Ft Sanders)

KCS Shuttle Bus Family Self City Bus

**G. SERVICE AGENCIES:**

Do you have a **Vocational Rehabilitation (VR)** Counselor?

If yes, Name and Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have an Independent Support Coordinator through the Department of Intellectual and **Developmental Disabilities (DIDD)** or DIDD Case Manager?

If yes, Name and Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a Support Coordinator through the **ECF Choices Program**?

If yes, Name and Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**H. ACCOMMODATIONS:**

Do you have any challenges or limitations that would require accommodations? If yes, please explain.

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

**I. APPLICANT RESPONSE QUESTION:**

**Why do you want to participate in Project SEARCH?** (*Complete in your own words or have someone write your thoughts for you, using your own words*)

**J. PREPARER:**

**If this application has been completed by someone other than the applicant, please provide the following information and sign:**

Name Title Phone Number Date

Signature

**K. ACKNOWLEDGEMENT OF PROJECT SEARCH EXPECTATIONS**



**Project SEARCH: Intern Program Expectations**

* Meet eligibility requirements for **VR,** DIDD OR ECF
* Provide a hard copy of TN Identification Card and Social Security Card
* Have independent personal hygiene and grooming skills
* **Maintain appropriate behavior and social skills in the workplace. Such behaviors as violence, aggression, physical harm, sexually inappropriate behaviors, theft and/or destruction of property are not allowed and will result in dismissal from the program**
* Take direction from supervisors and change behavior
* **Have no more than 3 “*unexcused*” absences during the course of the school year** (an “excused” absence would include medical appointments, with a doctor's note or family crises such as death or medical emergency).Chronic unexcused absences (more than 3) will result in a family meeting and possible dismissal from the program.

* Pass a drug screen and felony check and have up-to-date immunizations
* Have the desire and plan to work competitively in the community at the conclusion of the Project SEARCH program

I acknowledge the expectations above

Applicant

 Conservator *(if applicable)*







**L. PERSONAL RECOMMENDATION:**

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you think this person is a good candidate for Project SEARCH?

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

How do you know the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you known applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**M. SCHOOL RECOMMENDATION:** *Section M to be completed by a staff member from your school*

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you think this person is a good candidate for Project SEARCH?

Comments regarding Attendance:

Comments regarding work performance:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project SEARCH Rubric**

**Instructions:** This rubric should be completed by **KCS staff** or the **student’s case manager** who has worked with the student in a job-training setting. Please be as honest as possible. Choose the box for each criterion that MOST ACCURATELY describes the applicant and CIRCLE it. Please do not leave any criteria blank.

**Applicant Name:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria**  | 1 | 2 |  **3** | 4 | **5**  |
| **Commitment to** **Community** **Employment**  | Is not interested in obtaining employment in the community  | Is unsure of interest in community employment but support system is supportive and encouraging  | Demonstrates commitment to work but has significant barriers such as inappropriate work goal, location, type of work, etc.  | Demonstrates commitment to work but has needs for some training and support | Fully committed to work appropriate and is prepared to enthusiastically pursue a work goal |
| **Flexibility**  | Views change as unfavorable and is often resistant  | Is unable to multi-task and/or resists working with new people | Is able to perform a few standard tasks simultaneously  | Accepts change as part of the job and adjusts as necessary  | Efficiently anticipates the need to alternate between various tasks  |
| **Independent Daily** **Living & Self-Care** **Skills**  | Has very poor or no independent daily living and self-care skills. May rely on parents and staff for some basic needs to be met.  | Demonstrates basic proficiency in self-care skills but needs minor assistance in bathroom and/or eating (opening bottles, carrying trays, etc) | Demonstrates proficiency in self-care skills and some daily living skills such as preparing simple meals. Needs help budgeting for/making small purchases. | Demonstrates proficiency in self-care skills and some daily living skills such as budgeting simple transactions and making small purchases | Demonstrates daily proficiency in self-care skills and daily living skills such as budgeting household expenses and managing bank accounts |
| **Appearance and** **Professional** **Presentation** | Does not possess any personal hygiene skills OR Always needs assistance in making sure clean clothes are worn daily | Needs some assistance in making sure clothes are clean and with personal hygiene skills. Personal appearance may vary occasionally. | Is neat, clean and well- groomed most days but may need occasional reminders to take care of personal hygiene at home | Is neat, clean and well- groomed most days but may need occasional prompting to freshen up prior to going to the worksite | Possesses good personal hygiene skills and will always arrive to Project SEARCH and/or work neat and clean, according to the dress code |
| **Verbal** **Communication** | Possesses very limited skills to communicate with others | Has some skills to communicate but is not fluent or easily understood | Can be understood with 1-2 repetitions or when asked to speak more clearly | Generally able to be understood | Exhibits the ability to communicate with others and be understood easily |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Frustration Tolerance**  | When frustrated, acts out physically (hitting, throwing objects) OR Runs/walks away from designated area  | When frustrated, acts out verbally by yelling or using inappropriate language in community and private settings  | When frustrated, acts out verbally by yelling or using inappropriate language within the confines of a private setting | Recognizes when frustration tolerance is building and seeks out help/strategies for dealing with anxiety  | Deals with frustration independently by employing appropriate coping strategies and seeking help only when necessary |
| **Appropriate Social and Behavior Skills**  | Frequently displays inappropriate social and behavior skills  | Periodically displays inappropriate social and behavior skills  | Has appropriate social and behavior skills but needs some supervision | Displays appropriate social and behavior skills in most situations  | Routinely displays appropriate social and behavior skills  |
| **Teamwork** | Shows little effort in helping others  | Focuses on his/her needs to the exclusion of others | Will assist others with tasks when asked | Volunteers to assist others when not part of his/her responsibility | Recognizes when coworkers need help and is willing to provide assistance |
| **Interpersonal Communication**  | Has no grasp of interpersonal relationships  | Limited ability to use appropriate body language or engage in appropriate conversation  | Engages in some conversation and uses appropriate body language when prompted | Generally able to independently engage in appropriate conversation | Routinely uses appropriate tone of voice, body language and conversation topics  |
| **Problem Solving and Conflict Resolution**  | Has no independent problem solving or conflict resolution skills  | Has difficulty with problem solving and conflict resolution skills  | Can identify a problem but needs help selecting effective and efficient solutions | Possesses good problem solving and conflict resolution skills  | Possesses good problem solving skills and initiates problem solving independently  |
| **Physical Ability:** **Mobility and** **Stamina**  | Has limited physical abilities as well as limited capacity to take care of own personal needs  | Has limited mobility and stamina to perform basic tasks and needs some assistance with taking care of personal needs  | Has the mobility and stamina to perform basic tasks and ability to take care of own personal self-care needs for two hours  | Has the mobility and stamina to perform a broad range of tasks including self-care needs for several hours  | Has the mobility and stamina to perform all tasks including self-care independently for a complete workday  |
| **Pace and Work Quality**  | Very limited skills to produce quality work in a timely fashion  | Can produce work but not at an appropriate pace, productivity, and quality of output  | Can achieve appropriate work pace but quality suffers, or work quality is sufficient, but quantity is affected  | Pace and quality of work are generally appropriate, and work is neat  | Is able to achieve both quality and quantity of work, maintains neatness/organization and completes work according to deadlines  |
| **Employability** **Skills**  | Has not been exposed to any employability training  | Has participated in limited or informal employability training such as work-based-learning on school campus  | Has had at least one successful year of community work-based-learning experience and has an interest in being employed  | Has had more than one year of community work-based-learning experience, exhibits positive employability skills and has an interest in being employed  | Has had more than one year or multiple successful experiences of **paid** integrated employment and has an interest in finding employment |
| **Attendance**  | Experiences weekly absences with a mix of excused and unexcused absences  | Experiences monthly absences with a mix of excused and unexcused absences  | Has more than 3 absences a year. Absences are always excused (appointments, illness).  | Has 0-3 excused absences a year | Has 0-3 excused absences a year. Contacts or communicates with staff when absent. |
| **Punctuality** | Unable to respond to time (or alarms) in order to follow a schedule  | Needs some reminders to respond to time even when provided with supports (audio/tactile alarm) | Independently responds to routine alarms in order to follow a schedule | Independently responds to digital time in order to follow a schedule | Independently responds to time using an analog clock in order to follow a schedule |
| **Academic Skills** | Cannot comprehend simple reading with picture support | Able to follow a simple picture schedule  | Able to read functional information in order to navigate in a setting similar to a hospital | Can read and comprehend functional information at or above a 2nd grade level | Can read and comprehend material at or above 4th grade level |
| **Math Skills** | Cannot identify numbers or count | Able to rote count to 10 | Can perform simple math computations (with or without a calculator) | Can add, subtract, multiply and divide (with or without a calculator) | Can count money and make change |
| **Computer Skills**  | Has no computer skills  | Understands what a computer is but needs constant prompting to access information  | Has basic knowledge of keyboard and keyboard functions and can access information on the computer with prompting  | Can utilize some Microsoft or Google products at a beginner level with limited prompting  | Can access internet, utilize search engines for information and for entertainment independently  |

**Name(s) of the person who completed this rubric and relationship to the applicant:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**