

**Project SEARCH  
at  
Salina Regional Health Center  
Internship Program**



**Application Packet**  
School Year applying for: \_\_\_\_\_

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

**High School/Adult** \_\_\_\_\_

**Our Project SEARCH Partners**



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

# Application Purpose & Guidelines



Project | SEARCH  
Application

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 job coaches prior to being selected to participate in Project SEARCH.
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](mailto:ardis.bryan@usd305.com)  
[projectsearch@srhc.com](mailto: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 adult and high school transition 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 are interested in using public transportation to access Project SEARCH
5. Applicants who desire to work competitively at the end of the Project SEARCH program
6. Adults with disabilities will be accepted on a space-available basis (aged 18-30 years of age), who will benefit from work skills training. If qualified, they will be funded under the Disability Employment Initiative (DEI) Grant.

# Application Packet Checklist



Project | SEARCH  
Application

**\*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 if requested.)**
- Most recent or current Individual Education Plan (IEP) including Transition Goals**
- Current or most recent Evaluation Team Report**  
\*Include Most Recent Math and Reading Scores/Grade Levels
- High School Transcript**
- School Transcript from any other formal training**
- Attendance Record (for High School applicants)**
- Career Assessment (needs to be scheduled through home school) or T-TAP**

**Return completed Packet to:**

**Ardis Bryan, Instructor**  
**Project SEARCH at Salina Regional Health Center**  
**400 S. Santa Fe**  
**Salina, KS 67401**  
**785-452-6973, 785-822-7777**  
[ardis.bryan@usd305.com](mailto:ardis.bryan@usd305.com)  
[projectsearch@srhc.com](mailto:projectsearch@srhc.com)

**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.**
- Official Kansas State ID or Driver's License (No copies)**
- Government issued Social Security card (No copies)**
- State issued birth certificate (No copies)**

# Recruitment Timeline



Project | SEARCH  
Application

- 🧚 Project SEARCH Information Night at Salina Regional Health Center: Nov 2, 2017 6:00pm
- 🧚 Applications due December 20, 2017 (Late applications will be placed on a waiting list.)
- 🧚 Project SEARCH Interviews: last of January.
- 🧚 Applicants notified of Selection Committee decision by mid-February.
- 🧚 Letters out to: families, schools, VR Counselors first of March.
- 🧚 VR Counselors will open eligible cases March-May.
- 🧚 IEP's written in March-April with affiliated school and team members.
- 🧚 New Intern and Family Orientation in early August, 2018 (Kick-Off Event).
- 🧚 Project SEARCH begins middle of August, 2018: follows Salina USD305 Calendar.

Class Size Goal: 12 students

**For more information and to schedule a tour, please contact:**

**Ardis Bryan, Instructor**  
**Project SEARCH at Salina Regional Health Center**  
**400 S Santa Fe**  
**Salina, KS 67401**  
**785-452-6973, 785-822-7777**  
[ardis.bryan@usd305.com](mailto:ardis.bryan@usd305.com)  
[projectsearch@srhc.com](mailto:projectsearch@srhc.com)

# Application for Admission (page 1 of 5)



Project | SEARCH  
Application

Central Kansas Cooperative in Education / Project SEARCH at Salina Regional Health Center

## A. Personal Data

Name

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

Address:

\_\_\_\_\_  
Street City Zip Code

Email:

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

District of Residence: \_\_\_\_\_

School Currently Attending: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Choose One: (optional)  Male  Female

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Address:

\_\_\_\_\_  
Street City Zip Code

Parent/Guardian(s) Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Place(s) of Work: \_\_\_\_\_

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

## B. Parent/Student Information:

Release: The student records concerning my son/daughter will be transferred from the home school to Project

1. SEARCH/CKCIE.

Equal Opportunity: Project SEARCH placement will be made without regard to race, color, national origin, sex,

2. age, religion or presence of a disability.

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

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

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

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.



**C. All Applicants:**

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

**High School Applicants**

**High School Attending:** \_\_\_\_\_

**Have completed by school counselor:**

Cumulative GPA \_\_\_\_\_

Total Credits to Date \_\_\_\_\_

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

List Course Deficiencies: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Days Absent: 11<sup>th</sup> \_\_\_\_\_ 12<sup>th</sup> \_\_\_\_\_

Comments about Attendance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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: \_\_\_\_\_

**Adults Applicants (Out of School) :** High School Attended \_\_\_\_\_  
Year Graduated: \_\_\_\_\_

**Please order official High School transcripts to be sent to us.  
Please order Transcripts from any other formal post-high school training to be sent to us.**

# Application for Admission (page 3 of 5)



Project | SEARCH  
Application

## 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 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:

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Have you ever quit a job?

Yes  No

If yes, please explain:

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**ADULT SERVICE AGENCIES:**

Do you have a Vocational Rehabilitation 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: \_\_\_\_\_

**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 support 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 student's own words)

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### 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:

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Name Title Phone Number Date

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Organization Phone Number Email contact

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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 USD 305 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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