



2017-18

Project | SEARCH[®]

New Intern Application

Name: _____

School: _____

Hosted by:



Sponsored by:



In accordance with Section 504 of the Rehabilitation Act of 1973, it is the policy of the Berrien Regional Education Service Agency to prohibit discrimination on the basis of handicap against qualified handicapped persons, in admission or access to, participation in, or treatment of employment in, its programs and activities. Inquiries regarding this policy should be directed to Human Resources, Berrien RESA, 711 St. Joseph Avenue, Berrien Springs, MI 49103; telephone (269) 471-7725; fax (269) 471-2941.

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 Intern Candidate's skills, abilities and background. A parent, Intern Candidate, counselor, school staff, or employer may be contacted by the Selection Committee to gather additional information. Our final goal is to select Intern Candidates who will be successful in a Project SEARCH program and reach the outcome of competitive employment.

The Selection Process includes the following guidelines:

1. Submit the completed application by Friday, March 24, 2017 to:
**Craig Kuhn, Transition Coordinator,
Berrien Regional Educational Service Agency**
2. The Selection Committee will only accept fully completed applications. Any incomplete application will be disregarded and the Intern Candidate will not be accepted.
3. If accepted, the Selection Committee will match the Intern Candidate skill set and interests with the appropriate Project SEARCH Internship.
4. If accepted, an IEP will be developed with the IEP team for the 2017-2018 school year.
5. If accepted, Intern Candidate must be able to pass a criminal background check and drug screen.

Please note:

- The Selection Committee will include Instructor, Job Coach, Representative from Lakeland Health, Michigan Rehabilitation Services Vocational Counselor, and Representatives from Riverwood and Michigan's Bureau Services for Blind People.
- This application packet is utilized for post secondary school transition candidates.

Order of selection will be:

1. Oldest Intern Candidates (18 – 26 age range)
2. Intern Candidates who have finished their necessary years of high school
3. Intern Candidates who will benefit from participation in a variety of internships
4. Intern Candidates who are interested in using public or own mode of transportation to access Project SEARCH
5. Intern Candidates who desire to work competitively at the end of Project SEARCH

PLEASE NOTE

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

- Completed Application Packet**
- Shot/Immunization Record Or Copy**
- Current Individual Education Program (IEP) including Transition Goals**
- Current Evaluation Team Report**
*Include Most Recent Math and Reading Scores/Grade Levels
- High School Transcript**
- School Transcript from any other formal training**
- Attendance Record**
- Work Based Learning Experience Evaluation**

Return completed Packet to:

Craig Kuhn, Transition Coordinator Berrien RESA
711 St. Joseph Ave
Berrien Springs, MI 49103
craig.kuhn@berrienresa.org

Completed background and criminal check will need to be completed by June 1 for accepted students.

List of Lakeland Requirements

Immunizations: Documentation of vaccination, disease, or titer:

- Current TB test-not older than 1 year
- Measles
- Mumps
- Rubella
- Chicken Pox
- Hepatitis B
- **Influenza – required for placement that will occur during flu season; October 1st – April 30th**

Other:

- 5 panel drug screen and national criminal background check to be completed upon acceptance into program of study requiring clinical time at facility. Results not older than 6 months from clinical start date

- 🌸 Applications due Friday, March 24, 2017
- 🌸 Intern Candidate Skills Assessment/Interview Monday, April 17, 2017 at Lakeland Health St. Joseph
- 🌸 Intern Selection Committee meets Tuesday, April 18, 2017
- 🌸 Letters out to Intern Candidates/families and schools by Friday, April 28, 2017
- 🌸 New Student Orientation is Tuesday, May 23, 2017
- 🌸 Michigan Rehabilitation Services/Bureau Services for Blind Person will open eligible cases in May – June 2017
- 🌸 Community Mental Health will open eligible cases in August-March 2016/17
- 🌸 Comprehensive Independent Living Evaluation in June – July 2017
- 🌸 Student IEP meetings with affiliated school and team members at Lakeland August 2017
- 🌸 School begins Tuesday, September 5, 2017

Craig Kuhn, Transition Coordinator Berrien RESA
711 St. Joseph Ave
Berrien Springs, MI 49103
craig.kuhn@berrienresa.org

Please complete and return to your contact teacher.

Project SEARCH Berrien County at Lakeland Health St. Joseph

A. Personal Data

Name _____
Last First Middle

Address: _____
Street City Zip Code

District of Residence: _____ School Currently Attending: _____
Choose One: (optional) Male Female

Date of Birth: _____

Student is their own Guardian Yes No

Parent/Guardian Name: _____ Parent/Guardian e-mail: _____

Address: _____
Street City Zip Code

Parent/Guardian Home Phone: _____ Cell Phone: _____

Email: _____

B. Parent/Intern Candidate Information:

1. Release: The student's educational/employment records concerning my son/daughter will be transferred from the home school to Berrien RESA
2. Equal Opportunity: Project SEARCH placement will be made without regard to race, color, age, sex, national origin, cultural or economic background, housing circumstances is entitled to equal opportunity for educational development.

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

Parent/Guardian Signature: _____ Date: _____

Intern Candidate Signature _____ Date: _____

C. School Use Only:

Please attach transcript and most recent report card

Total Credits to Date	_____	Cumulative GPA	_____
Does the student have the necessary credits for graduation?		<input type="checkbox"/>	Yes <input type="checkbox"/> No
List Course Deficiencies:	1. _____	2. _____	
	3. _____	4. _____	
Days Absent:	2014- 2015 _____	2015- 2016 _____	
Comments about Attendance:	_____ _____ _____		

Counselor/Special Education Staff Comments:

Signature: _____ Date: _____

FUTURE EMPLOYMENT PREFERENCES and BACKGROUND:

What is your career of interest? _____

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 you do or have done in school or in the community:

Employer	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:

SERVICE AGENCIES:

Do you have a Vocational Rehabilitation Counselor? (Michigan Rehabilitation Services or Michigan Bureau Services for Blind People)

Yes Name _____ Phone Number: _____
No

Are you eligible for services from Community Mental Health and Substance Abuse Services?

Yes Supports
Coordinator _____ Phone Number: _____
No

INDEPENDENT LIVING/BEHAVIORAL SUMMARY CHECKLIST:

Medications/ dosage/ Time of day taken by student

Medication	Dosage	Time of day

Check all Deficits or Behavioral Issues that may apply in which you would need support. School staff may assist you in completing this section of the application.

- | | |
|--|---|
| <input type="checkbox"/> Mobility | <input type="checkbox"/> Substance Abuse |
| <input type="checkbox"/> Functional Reading at workplace | <input type="checkbox"/> Mood |
| <input type="checkbox"/> Reading Comprehension | <input type="checkbox"/> Attention |
| <input type="checkbox"/> Speech/Language | <input type="checkbox"/> Hyperactivity |
| <input type="checkbox"/> Handling Money/Transactions | <input type="checkbox"/> Violent Behavior |
| <input type="checkbox"/> Communicating/Working with others | <input type="checkbox"/> Harming self or others |
| <input type="checkbox"/> Interpreting and responding appropriately to others | <input type="checkbox"/> Withdrawal/Isolation |
| <input type="checkbox"/> Understand acceptable level of personal interaction | <input type="checkbox"/> Bullying |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Decision Making |
| <input type="checkbox"/> Self care and hygiene | <input type="checkbox"/> Adjusting to new situations |
| <input type="checkbox"/> Medicinal self administration | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Self Direction | <input type="checkbox"/> Recall instruction on work task |
| <input type="checkbox"/> Confused/Disoriented | <input type="checkbox"/> Work Tolerance (standing, stairs, lifting) |
| <input type="checkbox"/> Distractible | <input type="checkbox"/> Personal needs on the job |

STUDENT 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 student's own words)

List Three References:

Name	Type of Reference	Phone Number	Email Address
	Family Reference		
	School Reference		
	Community Agency/Other Reference		

The person assisting the student to complete this application is:

Name	Title	Phone Number	Date
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Organization	Phone Number	Email contact
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Signature

Intern Contract

**The student will be asked to sign this upon acceptance into the program at the IEP meeting.*

Read the student contract below and sign and date.

I, _____, understand that if I am 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 **8:30 am- 3:00 pm** (*subject to change*), Monday through Friday.
- I understand that the Project SEARCH program correlates with **Berrien RESA's** school calendar.
- I will dress appropriately and wear required attire.
- I will call my instructor and departmental supervisors when I am absent or tardy.
- I will make up any assignments missed due to excused absences.
- 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 the program and host business (Lakeland Health).
- I will attend monthly meetings with my rehabilitation counselor, parents, teachers, and business staff.
- I will be an active participant and communicate any issues at our monthly meetings.
- I will actively pursue employment.
- I understand that while completing my internship at Lakeland, it is expected that I will receive an influenza vaccination.
- If I am offered a job by Lakeland Health following Project SEARCH, I am aware that Lakeland Health is committed to promote health and healthy choices to the community and, therefore, does not hire individuals that use nicotine products

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.

Intern Signature

Date

Parent/Guardian Signature

Date