PROJECT SEARCH
2022-2023
Student Application

Baylor Scott & White Medical Center, Lake Travis ISD, Easterseals, Texas Workforce Solutions

Name __________________________

______________________________

Date Received (official use only) ____________
The purpose of this application packet is to outline the skill set of the Project SEARCH student candidate. This application enables the Selection Committee to properly assess each student 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 students who will be successful in a Project SEARCH program and reach the outcome of competitive employment.

Submit the completed application by **March 1, 2022** to:

**Erika Musick, Transition Coordinator, LTISD** or **Kristin Curtis, Project Search Instructor, LTISD**

musicke@ltisdschools.org or curtisk@ltisdschools.org

512-533-6153 or 512-639-9119

### Application Guidelines:

1. The applications will be reviewed and student candidates will participate in a working interview or Virtual interview through Google Meet **the week of March 1, 2022 (day and time to be determined.)** They will interview with a Selection Committee represented by the various partners of Project SEARCH, which are: Baylor Scott & White Medical Center, Lake Travis ISD, Texas Workforce Solutions, and Easterseals.

2. If accepted, eligibility to receive services from **Texas Workforce Solutions Vocational Rehabilitation Services (TWSVRS)** is **required**. For information on TWSVRS eligibility, please visit [www.twc.state.tx.us](http://www.twc.state.tx.us) or contact your local TWSVRS office, as well as talk with your case manager.

3. If accepted into Project SEARCH, the student will receive written notification and an IEP will be developed with the IEP team for the 2022-23 school year.

4. If accepted, the student must be able to pass a **criminal background check, drug screen and will be required to take a Tuberculosis Test (TB) and get the flu shot all through Scott&White.**

### Order of selection will be:

1. Students who desire to work competitively at the end of the Project SEARCH program
2. Students 18 – 21 age range
3. Student has a documented disability under IDEA.
4. Students who have finished their necessary credits for graduation, and have not received a high school diploma
5. Students eligible for TWSVRS
6. Students who do not have a criminal record
7. Students who will benefit from career exploration by participation in a variety of internships

*PLEASE NOTE*

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

- Completed Application Packet
- Student Contract
- Project SEARCH Parent Transition Survey
- Baylor Scott & White Behavior Standards
Project SEARCH Application Timeline:

- Open Enrollment - January 5, 2022
- 1st round of Interviews - Week of February 7, 2022
- Applications Due – Tuesday, March 1, 2022
- 2nd round of Interviews – Week of March 7, 2022
- Notification to families – March 22, 2022
- IEP addendums – March/April/May 2022
- **Spring/Summer 2022:**
  * obtain a Texas State ID
  * completed Texas Workforce Solutions paperwork
  * student must meet with TWSVRS counselor to update Individualized Plan for Employment (IPE)
  *Project SEARCH OPEN HOUSE (August – time and date set later; Intern & a parent need to attend)
- Completed background and criminal background check by , 2022 for accepted students/Interns.
- Project Search begins August 2022 follow the Lake Travis ISD school calendar
- Project SEARCH Graduation/Celebration Tentatively – May 25, 2023

A  Personal Data

Name  

Last  First  Middle

Address:  

Street  City  Zip Code

District of Residence:  

School Currently Attending:

Date of Birth:  

Choose One:  

☐ Male  ☐ Female

Student e-mail:  

Student Cell Phone:

Parent/Guardian Name:  

Parent/Guardian e-mail:  

Address:  

Street  City  Zip Code

Parent/Guardian Home Phone:  

Cell Phone:

Work Phone:
B. Parent/Student Information:
   1. Release: The student records concerning my son/daughter will be utilized by the selection committee/representatives of the Project SEARCH program for review and selection into the Project SEARCH program.

   2. Equal Opportunity: Project SEARCH placement will be made without regard to race, color, national origin, sex, religion or presence of a disability.

Parent/Guardian Signature: ________________________________ Date: ________________

Student Signature ________________________________ Date: ________________

TRANSPORTATION:
   All Project SEARCH students can receive assistance in coming up with a plan to utilize independent transportation.

How does the applicant plan to get to Project SEARCH?

☐ Drive Self ☐ Parents/ friends ☐ Other

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 any paid or unpaid jobs you have or have done in school or in the community:

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<th>Employer</th>
<th>Job Tile</th>
<th>Job Duties</th>
<th>Supervisor Name</th>
<th>Contact Number</th>
<th>Paid</th>
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Has your employment ever been terminated?
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? (TWSVRS)
Yes ☐ Name ___________________________ Phone Number: ___________________________
No ☐

Do you have a Support Coordinator from CLASS or Austin Travis County Integral Care?
Yes ☐ Name ___________________________ Phone Number: ___________________________
No ☐

Do you currently receive benefits from the Social Security Administration, such as Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI)?
Yes ☐ No ☐

Who is the IEP case manager/contact person in school?
Name __________________________________ Phone Number: ______________________

Personal Information:
Medications/ dosage/ Time of day taken by student

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<tr>
<th>Medication</th>
<th>Dosage</th>
<th>Time of day</th>
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List any health or medical issues that may impact a successful job placement:
________________________________________________________________________
________________________________________________________________________

Please list any limitations that impact employment:
________________________________________________________________________
________________________________________________________________________

Please describe the support you will need to be successful in the workplace.
________________________________________________________________________
________________________________________________________________________

STUDENT RESPONSE QUESTIONS:

Why do you want to work? (Complete in your own words or have someone write your thoughts for you, using your own words. You can also attach a typed or handwritten response.)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What do you hope to gain from Project SEARCH? (Complete in your own words or have someone write your thoughts for you, using your own words. You can also attach a typed or handwritten response.)

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

List Three References:

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Reference</th>
<th>Phone Number</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>1.</td>
<td>Family Reference</td>
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<td>2.</td>
<td>School Reference</td>
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<tr>
<td>3.</td>
<td>Other Community or Agency Reference</td>
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</table>

The person assisting the student to complete this application is:

<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Date</th>
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<table>
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<tr>
<th>Organization</th>
<th>Phone Number</th>
<th>Email contact</th>
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Signature
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<tr>
<th>Criteria</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>I will be 18 years old by August 2022</td>
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<td>I will have completed my high school graduation credits by August 2022</td>
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<td>I agree that the 2022–23 school year will be my last year of student services through the school district</td>
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<td>I already met/or will apply for Texas Workforce Solutions Vocational Rehabilitation Services.</td>
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<td>I can independently care for my hygiene and grooming</td>
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<td>I can independently care for my daily living skills such as feeding, toileting, dressing and navigating the environment</td>
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<tr>
<td>I can maintain appropriate behavior and social skills in the workplace</td>
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<td>I can take direction from supervisors and modify my behavior</td>
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<td>I can effectively communicate my wants and needs</td>
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<td>I will arrange transportation to and from Baylor Scott &amp; White Medical Center</td>
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<td>I have had previous work experience including school, volunteer or paid employment</td>
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<td>I will be willing to take a drug test, make sure immunizations are up to date, and submit to a criminal background check</td>
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<td>My desire is to secure paid employment at the conclusion of Project SEARCH</td>
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Student Contract

Read the student contract below and sign and date.

I, ___________________________, understand that if I am accepted into the Project SEARCH program I must abide by the following terms and conditions:

- I will complete at least three unpaid internship rotations within the host business.
- I will attend the program every day from 9:00am-3:00pm, Monday through Friday.
- I will provide my own transportation to and from Baylor Scott & White Hospital.
- I understand that the Project SEARCH program will follow the Lake Travis ISD school calendar for the 2022-23 school year.
- I will dress appropriately and wear required attire.
- I will call my instructor and departmental director(s) when I am absent or tardy.
- I will make up any time missed due to excused absences.
- I understand that I am responsible for transportation to Baylor Scott & White Medical Center.
- I will follow all the rules established by the program and host business.
- I will attend employment planning meetings each rotation with my Texas Workforce Solutions counselor, parents, Baylor Scott & White staff, and Project SEARCH Instructor.
- I will be an active participant and communicate any issues at our employment planning meetings.
- At completion of the program, I will receive my high school diploma, and a Project SEARCH Certificate of Completion.
- I will actively pursue employment.

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 of ANY of the partners in this program. If dismissed from the Project SEARCH program I will return to my high school where I could be assigned a new IEP case manager, and return any uniform/clothing and equipment to TWSVRS if they purchased it for me.

____________________________________  ____________________________
Student Signature  Date

____________________________________  ____________________________
Parent/Guardian Signature  Date
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Behavior Standards
Employee Expectations

As members of this organization, we understand that we are a reflection of the entire organization, and pledge to uphold the Behavior Standards as outlined below.

Value Statement
“Our Focus Is Your Care”

Attitude
- I will treat everyone with empathy, honesty, compassion, courtesy and sincerity. I will treat all appropriate information I gain as confidential.
- I will take pride in myself and my work by being attentive and focused in all my interactions.
- I will strive to provide timely and prompt service. I will apologize for delays.

Teamwork
- I will achieve balance between presenting my own solutions to problems and accepting the ideas of others.
- I will maintain focus on the care of our residents/patients by resolving conflict and setting aside differences.
- I will demonstrate a positive attitude and give positive feedback especially when coaching fellow employees on performance issues.

Ownership
- I will take pride in my workplace and accept responsibility for the work that I do.
- I will take an active role in using resources effectively, efficiently and responsibly.
- I will strive to be a part of the solution.

Integrity
- I will take responsibility for my actions and be truthful.
- I will respect all those we serve as individuals.
- I will strive to consider my conscience when making decisions.

Appearance

Personal Appearance:
- I will dress according to the written dress code policies and take pride in my appearance. I will wear my name tag at all times, ensuring that my name and facility is easily visible.

Facility Appearance:
- I will keep my personal work area neat and organized. I will return equipment to its proper place.

Communication

I understand that I communicate daily through a number of different methods including face to face conversation, phone conversation, written communication and electronic messaging. With this in mind:
- I will listen attentively. I will be aware of and attempt to avoid distractions while communicating.
- I will strive to anticipate the needs of those with whom I interact. I will respond appropriately in a timely, friendly and empathetic manner.
- I will be aware of the messages my non-verbal language can send, such as the tone I use, the stature I take and the eye contact I use in my communication.

Project SEARCH Candidate Name ____________________________
Project SEARCH Candidate Signature ________________________
Date ____________________________