



# Project | SEARCH<sup>®</sup>

**Application  
2020-2021**

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

High School: \_\_\_\_\_

**Lima Project SEARCH Partners:**  
Mercy Health/St. Rita's Medical Center  
Apollo Career Center  
Opportunities for Ohioans with Disabilities  
Allen County Area Local Schools



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

## Application Purpose & 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, applicant, counselor, teacher or employer may be contacted by the Selection Committee to gather additional information. Our final goal is to select candidates who will be successful in a Project SEARCH program and reach the outcome of competitive employment.

### The Selection Process includes the following guidelines:

- ✿ All candidates are encouraged to attend an Open House *and must* visit the host business site to observe the culture, possible rotations and meet the instructor and skills trainers prior to being selected to participate in Project SEARCH.
- ✿ Submit the completed application by **FEBRUARY 11, 2020** to:  

<b>Leigh Taylor</b> <b>Project SEARCH Instructor</b> <b>Mercy Health/St. Rita's Medical Center</b> <b>730 W. Market Street</b> <b>Lima, Ohio 45801</b> <b>Leigh.taylor@apollocc.org</b>	<b>OR</b>	<b>Apollo Career Center Main office</b> <b>3325 Shawnee Road</b> <b>Lima, OH 45806</b> <b>419-998-2908</b>
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- ✿ All applicants will be required to attend an Assessment Day at Mercy Health/St. Rita's in March 2020. A letter will be sent home with more information to all applicants.
- ✿ The Project SEARCH Selection Committee will review all candidates after the Assessment Day to finalize the candidate selections for the program.
- ✿ The Selection Committee will include representatives from the host business (Mercy), Apollo Career Center, Allen County Board of DD, OOD, a parent advocate, other agency/school representatives and other members deemed necessary by the Project SEARCH partners.
- ✿ If accepted into Project SEARCH, the candidate will receive a written notification included with the New Intern Packet and an IEP will be developed with the IEP team for the 2020/2021 program year.
- ✿ This application packet is utilized for students and young adult candidates (18-21 age range).

### Keep in mind, Project SEARCH Candidates need to:

- ✓ have a desire to work competitively (competitive: 16 hours per week/minimum wage) as an end goal of the program
- ✓ have finished all their necessary credits for graduation, and have not received a high school diploma
- ✓ be considered for eligibility or already eligible through OOD (Opportunities for Ohioans with Disabilities)
- ✓ not have a criminal record
- ✓ benefit from a career exploration by participation in a variety of internships

## Project SEARCH Application Required Documents - Packet Checklist

**\*PLEASE NOTE\***

All the required documents **MUST BE COMPLETED** and sent together in order to be considered for the program.

- Completed Application Packet (please have ALL areas filled out)**
- Most Current Individual Education Plan (IEP) – Ask for a copy from school**
- Evaluation Team Report (ETR) – Ask for a copy from school**
- High School Transcript and Transcripts from any other formal training**
- Individual Plan of Employment (IPE) from/OOD (If applicable)**
- Career Assessments, vocational evaluations, and/or resume (if applicable)**
- OOD Application** – included with the application (If applicable and do not already have an open case with OOD)

Upon acceptance into the program ALL interns will be required to get a:

- A **PHYSICAL** –Completed by family physician/clinic (must be within the last year)  
This is required by Mercy Health/St. Rita’s Medical Center **AFTER** they are accepted into the Program. A form will be included in the acceptance packet to take to your doctor and **MUST** be returned no later than September

### Return completed Packet to:

Apollo Career Center  
3325 Shawnee Road  
Lima, OH 45806  
419-998-2908

Leigh Taylor  
Project SEARCH Instructor  
Mercy Health/St. Rita’s Medical Center  
730 W. Market Street  
Lima, Ohio 45801  
419-226-9724  
Leigh.taylor@apollocc.org

**\*\*Please call Leigh if you want to drop it off in person at Mercy Health/St. Rita’s Medical Center.**

## Project SEARCH Recruitment Timeline 2020-2021 Year

- 🌸 Applications due **FEBRUARY 11, 2020**.
- 🌸 **MUST ATTEND** Mandatory Assessment Day for all applicants at Mercy on **MARCH 3, 2020** at 10AM – 11AM
- 🌸 Participant's selection completed by **MARCH 13, 2020**.
- 🌸 Letters will be sent out to student / families by **MARCH 20, 2020**.
- 🌸 Applicants must be eligible through OOD (Opportunities for Ohioans with Disabilities) – Applications are included in the application packet.
- 🌸 Physicals done within the last year and up to date MMR shot records are **mandatory** to work at Mercy Health/St. Rita's. **MUST be submitted BEFORE SEPTEMBER 4, 2020**.
- 🌸 Project SEARCH will begin in late August 2020.
- 🌸 **MUST ATTEND**: Mandatory meeting in August 2020, two weeks prior to start at Mercy Health/St. Rita's to get badges, uniform shirts and go over handbook. Date to be determined.
- 🌸 Background Checks will be completed by Mercy Health/St. Rita's Medical Center once accepted into the program. Please make sure to include your social security number below.

**APPLICATION FOR ADMISSION** *Please complete and return to: Leigh Taylor, Project SEARCH Instructor*  
**PERSONAL DATA**

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

Address: \_\_\_\_\_  
Street
City
Zip Code

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

Parent Cell Phone: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

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

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female

High School: \_\_\_\_\_

Attended Apollo Career Center Yes  No  Course of Study: \_\_\_\_\_

**Student Shirt Size (Men's Polo Shirts):** S  M  L  XL  Other Size: \_\_\_\_\_

Parent/Guardian Name (s): \_\_\_\_\_

Address (if Different from student) \_\_\_\_\_

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

Parent/Guardian e-mail: \_\_\_\_\_

Student e-mail: \_\_\_\_\_

**TRANSPORTATION:** *Transportation will be provided through Apollo Career Center only if the home school attends Apollo. If the home school is not in Apollo affiliate, other arrangement will be looked into to get the intern to and from.*

Will then intern drive themselves? Yes  No

**If Driving self:**

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

**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 (mornings)  2<sup>nd</sup> Shift (afternoons)  3<sup>rd</sup> Shift (evenings)

Would you be willing to work holidays and/or weekends?

Yes  No  Not Sure

Do you plan to work during the school year, in addition to being in the Project SEARCH program, if accepted?

Yes  No

If yes where? \_\_\_\_\_ How many days/hours? \_\_\_\_\_

Future Plans: Are there any places you know of you would like to work after Project SEARCH?

\_\_\_\_\_

After completing Project SEARCH, where do you plan on living?

Home  Friends (Shared accommodations)  Other

**List any paid or unpaid jobs you have had or have done in school or in the community (Ex: World of Work, Summer Youth)**

Employer	Job Title	Job Duties	Supervisor Name	Contact Number	Dates From - To	Paid or Unpaid
						<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
						<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
						<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid

**List Three References:**

Name	Type Of Reference	Phone Number	E-mail Address
	Family Reference		
	School Reference		
	Other Community or Agency Reference		

Have you ever been fired/terminated 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 an OOD (Opportunities for Ohioans with Disabilities) Counselor?

Yes  Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

No

Are you eligible for services from the County Board of DD and have an SSA?

Yes  Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

No

Never Applied

In Process

Who is your IEP Counselor at your school?

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Are you receiving Social Security benefits?**

Yes  No  If yes, please circle: SSI or SSDI

**INDEPENDENT LIVING:**

Do you have health insurance? Yes  No  \*If yes, Please make sure a copy is included.

Medications/dosage/Time of day taken by candidate

MEDICATION	DOSAGE	TIME OF DAY

Can the candidate independently take their own medicine, if needed during the day? Yes  No

Any allergies? Please list: \_\_\_\_\_

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

\_\_\_\_\_

List any issues or limitations that may affect your ability to do a job:

\_\_\_\_\_

Describe the support you will need to be successful in the workplace:

\_\_\_\_\_

**BEHAVIORAL SUMMARY:**

Do you have any behaviors and limitations that might impact a successful job placement?

Yes  No

Please Explain: \_\_\_\_\_

**SCHOOL USE:**

**Please have your teacher complete. Name of teacher:** \_\_\_\_\_

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

Vocational Comments (strengths and weaknesses):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

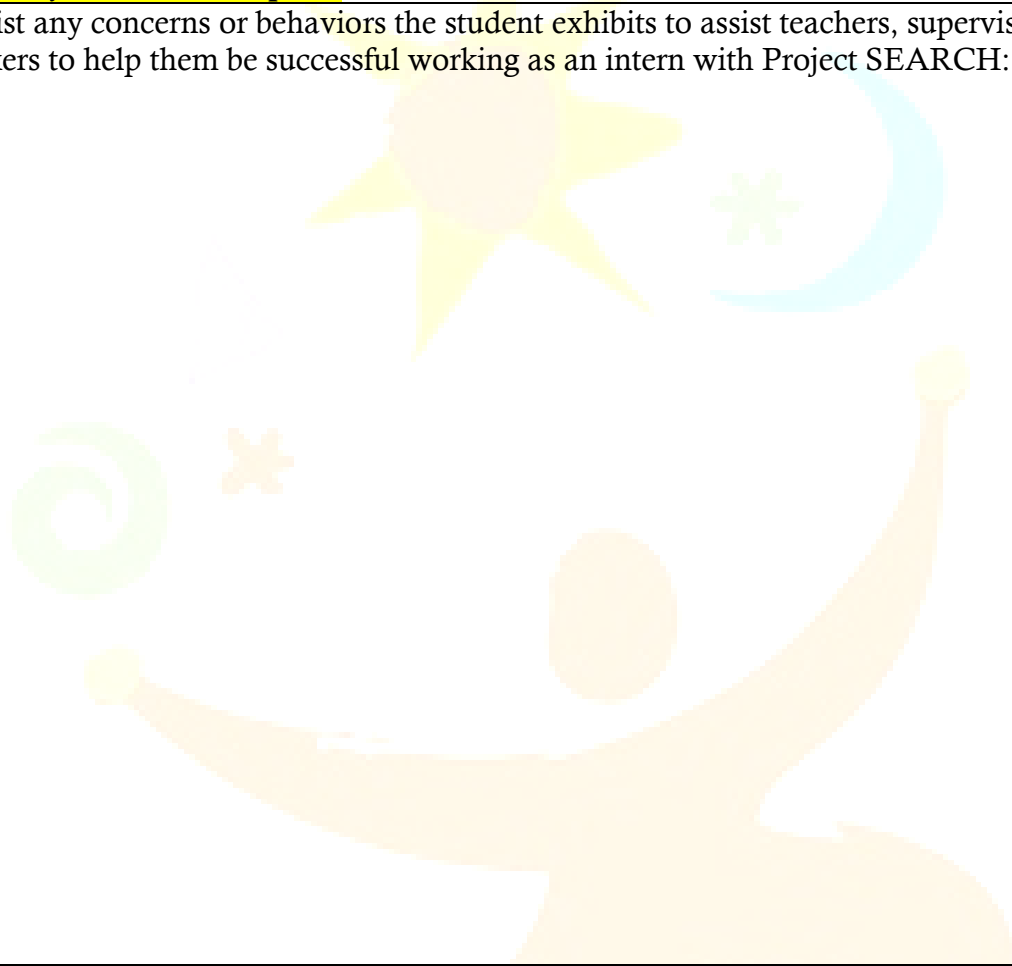
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Skills and Abilities</b>	<b>Yes</b>	<b>No</b>	<b>Sometimes</b>	<b>Unsure</b>
Student can tell time – analog				
Student can tell time – digital				
Student knows the value of money (coins and bills)				
Student can pay for items independently				
Student can read simple sentences				
Student has good attendance				
Student has written a resume				
Student can complete an application				
Student can independently use a computer to type papers or letters and send emails				
Student can take direction				
Student can take constructive criticism appropriately				
Student can identify their strengths				
Student can identify their weaknesses				
Student exhibits appropriate social behavior				
Student can use a calculator				
Uses their cell phone during school				
Is able to navigate independently				
Has good hygiene on a daily basis				

**SCHOOL USE - CONTINUED**

**Please have your teacher complete.**

Please list any concerns or behaviors the student exhibits to assist teachers, supervisors or co-workers to help them be successful working as an intern with Project SEARCH:



A large, faint, stylized illustration of a person with arms raised, surrounded by various colorful shapes like stars, a crescent moon, and a spiral. The person is depicted in a light orange color, with their arms raised in a 'V' shape. The background is white with several colorful elements: a large yellow star with a pink center, a light blue crescent moon, a green spiral, a small orange star, and a light blue swirl at the bottom.



## CANDIDATE 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)*

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**This application has been completed with assistance from (Only fill out if not completed by the candidate on their own):**

Name \_\_\_\_\_ Title/Organization \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CANDIDATE (PRINTED) NAME:** \_\_\_\_\_

### CANDIDATE INFORMATION:

1. I agree to the release of all pertinent school records, Apollo documentation and medical records to the application screening committee that includes: Project SEARCH personnel, OOD personnel, Employment Services personnel (Marimor Industries, Inc.), and parent mentors.
  - a. Information will be kept confidential and used only for program selection, agency referrals and Steering Committee meetings.
  - b. The release will expire either (1) when the intern is hired or exits the program, (2) graduates from Project SEARCH in May, or (3) a year from the signed application date.
2. Equal Opportunity: Career and job placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.

**I UNDERSTAND THAT IF I AM ACCEPTED INTO THE PROGRAM, I am agreeing to make a nine month commitment to participate in the program and that one or more of the following may be required regulations: a TB test, a medical physical, and flu shot. A 45-day trial period will be required of all accepted enrollees. The candidate and Parent/Guardian agrees to comply with this procedure.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# Mercy Health/St. Rita's Medical Center

## Apollo Project SEARCH - Behavior Standards

### Employee Expectations:

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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 while completing internships at Mercy Health/St. Rita's Medical Center.

### Core Value

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Mercy Health/St. Rita's Medical Center demonstrates behaviors reflecting our core values of compassion, excellence, human dignity, justice, sacredness of life and service.

### ATTITUDE

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- ✿ 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 on all my interactions.
- ✿ I will strive to provide timely and prompt service. I will apologize for delays.

### TEAMWORK

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- ✿ 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 feedback especially when coaching fellow employees on performance issues.

### OWNERSHIP

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- ✿ 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

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

### APPEARANCE

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Personal Appearance:

- ✿ I will dress according to the written dress code and 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.
- ✿ I will keep personal items in appropriate areas.

### COMMUNICATION

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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 manner, 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.

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Project SEARCH Candidate Name [Print]

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Project SEARCH Candidate Signature [Sign]

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Date