



Hope Academy-Project SEARCH
Enrollment Application
2010-2011

Name

Address

Phone

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, 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 paid employment.

The Selection Process includes the following guidelines:

1. Submit the completed application by Thursday, April 15, 2010 to:
Kelli Bloom, Adult Services Director
Hope Haven Children's Clinic and Family Center
4600 Beach Blvd.
Jacksonville, FL 32207
904.346.5100 ext. 240
kellib@hope-haven.org
2. The Selection Committee will review the applications, and if accepted, match the student skill set and interests with the appropriate Project SEARCH Program.
3. If accepted, participant must be able to pass a criminal background check and drug screen.

Please note:

- The Selection Committee will include the Project SEARCH coordinator, instructor, representatives from the host business, and a Vocational Rehabilitation employment specialist.
- This application packet is utilized for both adult and high school transition candidates.

Entrance Criteria

- **Desire to work competitively in the community at the end of the program**
- **Be at least 18 years of age**
- **Meet eligibility requirements to receive a special diploma**
- **Meet eligibility requirements for Vocational Rehabilitation Services**
- **Have independent hygiene and grooming skills**
- **Maintain appropriate work behaviors and social skills in the workplace**
- **Ability to pass drug screen, felony check and have immunizations up to date**
- **Be able to communicate effectively**

Order of selection will be:

1. Oldest students (18 – 21 age range) and young adults up to age 29
2. Students who have finished their necessary credits for graduation
3. Students who will benefit from participation in a variety of internships
4. Students who are interested in using public transportation to access Project SEARCH
5. **Students who desire to work competitively at the end of the Project SEARCH program**

Project SEARCH Application Packet Checklist

PLEASE NOTE

ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT TOGETHER FOR APPLICATION TO BE CONSIDERED

- Completed Application Packet
- Photo
- Current Individual Education Plan (IEP) including Transition Goals
- Shot/Immunization Record
- High School Transcript (if still attending high school)
- Copy of High School Diploma
- Transcript or certificate from any other formal training
- Attendance Record

Return completed Packet to:

**Kelli Bloom, Project SEARCH Coordinator
Hope Haven Children's Clinic and Family Center
4600 Beach Blvd.
Jacksonville, FL 32207
904.346.5100 ext. 240
kellib@hope-haven.org**

Hope Academy Project SEARCH Recruitment Timeline 2010-2011 School Year



- + Applications due April 15, 2010
- + Selection committee meeting and applicant interviews-May 2010
- + Acceptance letters sent to families, VR Counselors, Support Coordinators May 2010
- + Family Orientation in early August
- + Program begins August 23rd

Goal: 12 participants per class

For more information contact: Kelli Bloom
904.346.5100 ext. 240
kellib@hope-haven.org

APPLICATION FOR ADMISSION

Please complete and return to Hope Haven

A. Personal Data

Name _____
Last First Middle

SS# or ID#: _____

Address: _____
Street City Zip Code

District of Residence: _____ School Currently Attending: _____

Date of Birth: _____ Male Female

Legal Guardian: _____ Phone: _____

*Proof of Guardianship will be required upon acceptance.

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. A student cannot graduate from high school unless all requirements of the Affiliated School are met.

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: _____

Student Signature _____ Date: _____

C. Affiliated Counselor 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? Yes No

List Course Deficiencies: 1. _____ 2. _____
3. _____ 4. _____

Days Absent: 11th _____ 12th _____

Comments about Attendance: _____

Counselor Comments: _____

Counselors Signature: _____ Date: _____

EMPLOYMENT BACKGROUND:

How do you want to be employed in the community upon completion of Project SEARCH?

Full time Part time

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

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:

Have you ever quit a job?

Yes No

If yes, please explain:

Have you participated in or been exposed to employability training?

Yes No

If yes, please describe:

TRANSPORTATION:

How do you plan to get to Project SEARCH?

City JTG/JTA Parents Drive Self

Bus

SERVICE AGENCIES:

Do you have a Vocational Rehabilitation Counselor?

Yes Name _____ Phone Number: _____
No

Are you eligible for services from the Agency for Persons with Disabilities/Med Waiver?

Yes Name of Support Coordinator _____ Phone Number: _____
No

Are you eligible to receive the McKay Scholarship?

Yes No

Are you receiving SSI?

Yes No

Are you participating in the Ticket-to-Work Program?

Yes No

What is your annual household income? _____

How many people reside in the home? _____

INDEPENDENT LIVING:

Medications/ dosage/ Time of day taken by student

Medication	Dosage	Time of day	Side effects

Allergies:

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

Please list any limitations that impact employment:

This section is to help us get to know the applicant better. Please circle the description that best applies to the applicant.

Independent Daily Living Skills	Applicant has very poor or no independent daily living skills	Applicant is able to complete a few daily living activities with many prompts.	Applicant is able to complete a moderate amount of daily living activities with multiple prompts.	Applicant is able to complete most daily living activities with few prompts.	Applicant lives independently
Physical Ability <ul style="list-style-type: none"> ▪ Mobility ▪ Stamina 	Student has limited physical abilities and stamina to perform the job successful	Student has the mobility to perform some of the tasks with limitations	Student has low but improving mobility and stamina	Student has the mobility and stamina to perform all tasks with accommodations: A cart to help transport mailings or a wheelchair/scooter for mobility.	Student has the mobility and stamina to perform all tasks successfully
Appearance and Professional Presentation	Student does not possess any personal hygiene skills and clothes are not neat and clean	Student needs assistance in making sure clean clothes are worn daily. Personal appearance may vary each day	Student wears neat and clean clothing and has appropriate grooming on most days	Student is neat, clean and well groomed but makes inappropriate clothing choices for work	Student possesses good personal hygiene skills and will always arrive to Project SEARCH and/or work neat and clean
Appropriate Social and Behavior Skills	Student frequently displays inappropriate social and behavior skills	Student periodically displays inappropriate social and behavior skills	Student is appropriate in the presence of adult supervision but is not independent	Student exercises independence in social and behavior skills in most situations	Student exercises independence in social and behavior skills in all (or nearly all) situations

Problem Solving and Conflict resolution	Student has no independent problem solving and conflict resolution skills	Student has difficulty in problem solving and conflict resolution skills	Student has demonstrated capacity to expand problem solving and conflict resolution skills	Student possesses good problem solving skills	Student possesses good problem solving skills and initiates problem solving independently
Pace and Work Quality	Student seldom gets work finished in allotted time period.	Student is methodical which affects pace and output	Student can achieve appropriate work pace but quality suffers or work quality is sufficient but quantity is affected	Pace and quality of work are mildly deficient but improving	Student is able to achieve both appropriate quality and quantity of work
Computer Skills	Student has no computer skills.	Student has basic knowledge of keyboard and keyboard functions.	Student can access internet, utilize search engines for information and for entertainment.	Student can utilize Microsoft products with basic proficiency.	Student can utilize Microsoft products, can save, edit and retrieve documents, with basic proficiency.
Verbal Communication	Student has no way of clearly communicating with others	Student is not fluent or easily understood even with assistive technology or support	Student can be understood with 1-2 repetitions or when asked to speak more clearly	Student uses a voice box or other assistive technology to communicate and is understood using these tools	Student has the ability communicate with all others and be understood easily
Interpersonal Communication	Student has no grasp of interpersonal relationships	Student uses appropriate body language (smiles, waves, etc.) but does not engage in appropriate conversation	Student engages in some conversation when prompted	Student engages in conversation independently but the topic is inappropriate	Student uses appropriate tone of voice, body language and conversation topics

BEHAVIORAL SUMMARY:

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

Yes No

Please Explain:

STUDENT RESPONSE QUESTION

Why do you want to come to Project SEARCH? (Complete in your own words)

List Three References (Non Related):

	Name	Relation to you	Phone Number	Email Address
1.				
2.				
3.				

This application has been completed by:

Name Title Phone Number Date

Signature

