



 Tabor College
Project | SEARCH[®]

Candidate Application

Candidate Name: _____

Address: _____

Phone: _____

Email Address: _____

High School Attending: _____

www.projectsearch.us

Application Purpose & Guidelines

The purpose of this application packet is to outline the skill set of the Tabor College Project SEARCH student candidate. This application enables the Selection Committee to properly assess each student candidate's interests, skills, abilities and background. A parent, student, counselor, teacher or employer may be contacted by the Selection Committee to gather additional information. Our goal is to select students who will be successful in a Tabor College Project SEARCH program and reach the outcome of competitive employment.

The Selection Committee may include the Host Site Liaison, the Tabor College Project SEARCH Instructor & Skills Trainer, Steering Committee Members, a School District Liaison, Project SEARCH Co-Directors and representatives from Kansas Vocational Rehabilitation Services.

This application packet can be used by both adult and high school transition candidates.

The Selection Process includes the following guidelines:

1. All students 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 Job Coaches prior to being selected to participate in Tabor College Project SEARCH. We have planned an open house and information night for Thursday, November 29, 2018 at Tabor College Student Center from 4:00-6:00.
2. **Submit the completed application to the address on your cover letter by Monday, January 18, 2019. (this may be extended)**
3. The Selection Committee will review the applications, and if accepted, will invite the interns to a **Skills and Assessment Day on Tuesday, February 5, 2019.**
4. From the results of the Skills and Assessment Day, the Selection Committee will match the student skill set and interests with the appropriate Tabor College Project SEARCH Program.
5. If selected, an Individual Education Plan (IEP) will be developed with the IEP team for the 2018-2019 school year.
6. If selected, students must pass a criminal background check and drug screen.

Order of selection will be:

1. Oldest students (18 – 30 age range)
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 desire to gain competitive employment at the end of the Tabor College Project SEARCH program

Tabor College Project SEARCH Application Packet Checklist

PLEASE NOTE

ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT TOGETHER FOR APPLICATION TO BE CONSIDERED. IF YOU NEED ASSISTANCE COMPILING THIS INFORMATION, PLEASE CONTACT YOUR SCHOOL DISTRICT STAFF.

To be Completed by the Applicant or Parent:

- Completed Application Packet Color Photo (Wallet Size)

To be Completed by the Local School District or Teacher:

- Current Individual Education Plan (IEP) including Transition Goals
- Current Multi-disciplinary Evaluation or initial re-evaluation eligibility report
*Must include most recent math & reading individual assessment scores & grade Levels
- High School Transcript
- School Transcript from any other formal training (applies to adult program only)
- Attendance Record
- Career Assessment –most recent vocational evaluation or career interest survey

If selected, the Intern will go through a criminal background check for placement at Tabor College.

Return completed Application Packet to one of the following locations:

Marion County Special Ed Coop
1500 E Lawrence
Marion, KS 66861

Centre USD 397 Central Office
2382 310th
Lost Springs, KS 66859

Peabody USD 398 Central Office
506 Elm
Peabody, KS 66866

Marion USD 408 Central Office
101 N Thorp
Marion, KS 66861

Hillsboro USD 410 Central Office
416 S Date
Hillsboro, KS 67063

Goessel USD 411 Central Office
500 E Main
Goessel, KS 67053

For questions, please contact:

Dr. David Sheppard
620-382-2858

Kristen Martens

Robert Haude
620-382-2858
620-381-0789 Cell

dsheppard@mcsec.org

kristenmartens@tabor.edu

rhaude@mcsec.org

NAME OF APPLICANT _____

(Section C to be completed by referral source)

C. REFERRAL SOURCE INFORMATION:

Name: _____ Agency/School: _____

***Please attach high school transcript,
previous two year's discipline record and most recent report card***

Cumulative GPA _____

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

Days Absent: 11th Grade _____ 12th Grade _____

Comments about Attendance: _____

Comments Regarding Work Performance: _____

Signature: _____ Date: _____

Title: _____

D. EMPLOYMENT BACKGROUND:

When you are hired for paid employment do you wish to work Full-time: Part-time:
 (Please check both if applicable)?

Which shift would you prefer working after completing Tabor College Project SEARCH? Check all that apply:

1st Shift (7 am – 3pm) 2nd Shift (3 pm – 11 pm) 3rd Shift (11 pm – 7 am)

Do you plan to work during the school year, in addition to being in the Tabor College 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. List most recent first:

Start Date:	Employer:		Paid Employment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Supervisor:		Contact Number:		
End Date:	Task 1:		Task 2:		
	Task 3:		Task 4:		

Start Date:	Employer:		Paid Employment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Supervisor:		Contact Number:		
End Date:	Task 1:		Task 2:		
	Task 3:		Task 4:		

Start Date:	Employer:		Paid Employment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Supervisor:		Contact Number:		
End Date:	Task 1:		Task 2:		
	Task 3:		Task 4:		

Start Date:	Employer:		Paid Employment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Supervisor:		Contact Number:		
End Date:	Task 1:		Task 2:		
	Task 3:		Task 4:		

Have you ever been fired from, let go from or asked to resign from a job?

Yes No

If yes, please explain:

Have you ever quit a job?

Yes No

If yes, please explain:

E. UNIFORM:

Please provide sizes for uniform ordering purposes:

Pants: _____ Shirt: _____ Shoes: _____

F. TRANSPORTATION:

When attending Tabor College Project SEARCH, what is your form of transportation?

Self Family Other Need Assistance

G. SERVICE AGENCIES:

Do you have a Vocational Rehabilitation Counselor? (VR Counselor)

Yes Name _____ Phone Number: _____
No

Do you have a Targeted Case Manager?

Yes Name _____ Phone Number: _____
No

Do you receive services on the HCBS Waiver? If so, who is your provider?

Yes Name _____ Phone Number: _____
No

H. INDEPENDENT LIVING:

Medications taken by student:

Medication	Dosage	Time of day

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

Please list any other challenges or limitations that impact your ability to keep a job:

Please explain challenges, limitations or accommodations needed:

L. Tabor College Project SEARCH INTERN CONTRACT:

IF SELECTED, THE INTERN WILL SIGN THE FOLLOWING AGREEMENT:

I, _____, understand that I have been accepted into the Tabor College Project SEARCH program and must abide by the following terms and conditions:

- I will complete at least two unpaid job rotations within the host business.
- I will attend the program every day for 6 hours per day, Monday through Friday.
- I understand that the Tabor College Project SEARCH program correlates with the affiliated school district's calendar.
- I will call my instructor and departmental supervisors when I am absent or tardy.
- I will make up any time missed due to unexcused absences.
- I will provide my own transportation to the host site from August - May of the program year. (If the Intern is enrolled in their local school district, transportation by the school will be provided.)
- I will follow all the policies and procedures established by the program.
- I will speak and act according to Tabor College guidelines.
- I will dress according to the dress code and uniform requirements of the assigned host site and/or rotation.
- I will attend monthly Employment Planning Meetings with my PS Instructor, PS Skills Trainer, VR counselor, Support Coordinator and family supports. I will be an active participant and communicate any issues at the meetings, which will be held at least twice during each rotation.
- I will work with my personal and community supports to obtain the supplies from the supply list for my site. (List is distributed at the Host Site Orientation)
- I understand that the desired outcome for me in Tabor College Project SEARCH is full/part-time paid employment in the community.
- I will actively pursue employment.
- I will receive a Tabor College Project SEARCH certificate of completion when I complete the program.

I have read the above terms and conditions and agree to accept my placement in the Tabor College Project SEARCH program. I understand that I may be asked to leave Tabor College Project SEARCH if I fail to follow the terms and conditions.

Student Signature

Date

Parent/Guardian Signature

Date

Instructor, Tabor College Project SEARCH

Date

****The student will be asked to sign the Tabor College Project SEARCH contract after acceptance into the program at the IEP meeting.***