



Project | SEARCH®

**Monmouth  
Medical Center**

**RWJBarnabas  
HEALTH**



**Monmouth Medical Center**

**Project SEARCH**

***Intern Candidate Application***

***2022-2023***

- Applicant must attend Skills Assessment Day in April (Date TBD)***

## Purpose

The purpose of this application packet is to outline the skill set of the Project SEARCH Intern Candidate. This application enables the Steering Committee, consisting of representatives from Monmouth Medical Center, NJ DVRS, NJ DDD and Family Resource Associates, Inc. to properly assess each Intern Candidate's skills, abilities, and background. A parent, Intern Candidate, counselor, school staff member, or employer may be contacted by the Steering 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 of at least 16 hours per week.

## Selection Process Guidelines

1. Submit the completed application by **Wednesday, March 31, 2022** to:

**Phillip Duck**  
**Director of EmployAbility**  
**Family Resource Associates Inc.**  
**210 Newman Springs Road East**  
**Red Bank, NJ 07701**  
**employability@frainc.org**

2. Completing this application does not guarantee placement.
3. The Steering Committee will only accept fully completed applications. Any incomplete application will be disregarded and the Intern Candidate will not be considered.
4. If accepted, an IEP will be developed with the IEP team for the 2022-2023 school year **(high school students only)**.
5. If accepted, Intern Candidate must be able to pass a criminal background check and drug screen.
6. Intern Candidate must apply to Division of Vocational Rehabilitation Services (DVRS) and develop an Individual Plan for Employment (IPE).
7. Intern Candidate must apply to Division of Developmental Disabilities (DDD) for supports (if eligible).

## Key Dates & Deadlines

- **3/31/22** - Applications Due (with required documents)
- **April 2022** (Date TBD) - Skills Assessment Day
- **By 4/30/22** - Letters of Acceptance Sent
- **August 2022** - Orientation (may include Travel Training)
- **September 2022** - Project SEARCH Begins at Monmouth Medical Center

# Project SEARCH Application at Monmouth Medical Center

## PERSONAL DATA

**Name:** Last First Middle

**Address:** Street City Zip

**Home Phone:** **Cell Phone:** **Email:**

**School Currently Attending:**

**Sending School District (if different from current school attending):**

**Date of Birth:** Choose one (optional)  Male  Female  Prefer not to disclose

**Parent/Guardian Name:** **Parent/Guardian email:**

**Address:** Street City Zip

**Parent/Guardian Home Phone:** **Parent/Guardian Cell Phone:**

**Parent/Guardian Name:** **Parent/Guardian email:**

**Address:** Street City Zip

**Parent/Guardian Home Phone:** **Parent/Guardian Cell Phone:**

**Are you your own guardian? Yes/No** If not, please list name and relation:

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## Parent/Intern Candidate Information

1. Universal Release: The student's educational/employment records concerning my son/daughter will be transferred from his or her school to Project SEARCH Partners (Monmouth Medical Center, Family Resource Associates, Inc.).
2. Equal Opportunity: Monmouth Medical Center 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.

Intern Signature **X** Date

Parent/Guardian Signature **X** Date

# Background and Future Employment Preferences

What is your career of interest?

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

Full-time      Part-time (**minimum 16 hours per week**)

List jobs you do or have done in the school or in the community (paid or volunteer):

**Employer #1:**

**Contact Number:**

**Supervisor's Name:**

**Paid**

**Unpaid**

**Job Duties:**

- 1.
- 2.
- 3.
- 4.

**Employer #2:**

**Contact Number:**

**Supervisor's Name:**

**Paid**

**Unpaid**

**Job Duties:**

- 1.
- 2.
- 3.
- 4.

## Intern Candidate Response Question

Why do you want to participate in Monmouth Medical Center Project SEARCH? (Complete in your own words and/or person assisting will write the responses in the intern candidate's own words)

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## References

List three references.

### Personal Reference

Name	Relationship to Student
Phone Number	Email Address

### School Reference (if applicable)

Name	Title
Phone Number	Email Address

### Other Reference

Name	Title
Phone Number	Email Address

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## Transportation

Indicate what transportation you will use to travel to program (e.g. Uber, Lyft, Access Link, drive yourself, family member, school transport, etc.)

## Division of Vocational Rehabilitation Services (DVRS)

1. Have you met with Vocational Rehabilitation? **Yes No**
2. Do you have an open case with Vocational Rehabilitation? **Yes No**
3. If yes, who is your Vocational Rehabilitation counselor?

## Division of Developmental Disabilities (DDD)

1. Do you have a budget with the Division of Developmental Disabilities? **Yes No**
2. What are your tier level and the start of your budget year?
3. Who is your Support Coordinator and agency?

1. Do you have plans to move from your school district or out of Monmouth County during or after the program year?    **Yes**    **No**
2. Have you applied or do you plan on applying to any summer camps, college programs, or other community work training programs?    **Yes**    **No** If so, please tell us which programs
3. There are some Project SEARCH commitments in August. Do you have any summer vacation plans? If so, please provide the dates

**Check areas below in which you have challenges and require extra support (write any supporting comments in the box provided after each area):** *Parent, school staff, or support coordinator may assist you in completing this section. This provides us with valuable information that will help us to support the intern in the most effective and meaningful way. Your answers will **not** result in any punitive response from our Steering Committee for our acceptance decisions.*

**Mobility**

**Reading**

**Attending to tasks/Distractibility**

**Speech/language**

**Hyperactivity**

**Handling money**

**Thoughts of harming self or others**

**Communicating/working with others**

**Attendance (tardy/absent)**

**Decision making**

**Self-care**

**Adjusting to new situations**

**Work stamina (standing, stairs, lifting)**



**Hygiene and grooming**

**Other (Please note):**

## **Assistance**

The person assisting the student to complete this application is:

**Name**

**Title**

**Organization**

**Phone Number**

**Email Address**

**Signature X**

**Date**

## **Final acceptance is contingent upon the completion of the following during summer 2022:**

Shot/Immunization Record (TB, Measles, Mumps, Rubella, Chicken Pox, Hepatitis B, Influenza and any other shots required by Host Site)

Background/Criminal Check

Drug Screen

Monmouth Medical Center Occupational Health Clearance

Signed IPE (Individual Plan for Employment) through DVRS

Contact with DDD representative to establish an individual budget

# Project SEARCH Intern Commitment Agreement

**\*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 travel training as part of the Orientation during the summer of 2022.
- I will complete at least three unpaid job internships at Monmouth Medical Center.
- I will attend the program every day from **8:00 am- 3:00 pm** (*subject to change*), Monday through Friday.
- 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 will follow all the rules established by the program at Monmouth Medical Center.
- I will attend regularly scheduled 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 Monmouth Medical Center, it is expected that I will receive an influenza vaccination.

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

Intern Signature **X**

Date

Parent/Guardian Signature **X**

Date

## For School Personnel Only

Completed Application Packet (Student/Family or Adult/Family completes and submits)

High School Transcript (Local School will submit on behalf of high school intern)

Attendance Record (Local School will submit on behalf of high school intern)

Immunization Records

Current IEP (Local School will submit on behalf of high school intern)

Most Recent Evaluation Team Report  
(Local School will submit on behalf of high school intern)

Current ISP (Support Coordinator will submit for Adult Interns only)

Submitting School District Contact Person

Submitting School District Signature

Date: