

Student Application Packet

School Year 2025 – 2026

Name _____



Project | SEARCH



Opportunities for
Ohioans with
Disabilities



Completed packets can be returned to:
Pioneer Career and Technology Center
27 Ryan Road
Shelby, OH 44875
Phone: 419-347-7744
Fax: 419-347-4977

Submit completed applications by:
Friday March 14th, 2025

Date received _____

Application Purpose & Guidelines

The purpose of this application packet is to outline the abilities of the Project SEARCH student candidate. This application then enables the Selection Committee to properly assess each student candidates' 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.

The selection process includes the following guidelines:

1. To ensure proper assessment, all students must complete this packet **completely** in order to be considered for participation in the Project SEARCH program. See the checklist on the following page.
2. **All students are required to visit the program at the host business site** to observe the culture, possible internships, and meet the instructor, job coaches and may meet the host business liaison prior to being selected to participate in Project SEARCH.
3. If accepted into the Project SEARCH program, you will complete at least 3 unpaid internships, attend the program every day, follow the dress code and arrive looking clean and neat, will contact the classroom when you are absent or tardy, will follow the rules of OhioHealth Mansfield, will actively look for a job that is 16 hours a week or more in an integrated setting by the end of the program year and understand that there will be a background check, TB test and flu shot for participation in the program at OhioHealth Mansfield Hospital.

Please note:

- The selection committee will include the Pioneer Project SEARCH instructor, may include representatives from host business, an OOD representative and an on-site job coach.
- Project SEARCH follows all rules and regulations regarding OhioHealth policies.
- To schedule a tour, contact:
OhioHealth Mansfield
Katie Getz, Project SEARCH Instructor
419-526-8026

Completed Application Packet Checklist

- _____ High school transcript
- _____ Attendance Record
- _____ Shot/Immunization Record
- _____ Photo
- _____ Current Evaluation Team Report (ETR) Report
- _____ Current Individual Education Plan (IEP) including transition goals.



Everything above this arrow is mandatory submission

- _____ Copies of relevant medical or educational assessment conducted by an outside evaluator
- _____ Career Tech Work Performance Evaluation (if applicable)
- _____ School transcript from any other formal training (if applicable)
- _____ Any additional relevant information

Please Note: All required documents must be completed and sent together for application to be considered – during any entrance points in the program. If any items listed above are missing, the application will not be considered for acceptance into Project SEARCH until the application is made complete. Additionally, all applicants must complete referral process through Opportunities for Ohioans with Disabilities programming for consideration for acceptance into Project SEARCH.

The following information is to be completed by the student, parents/guardians, and teachers collaboratively:

Student/Applicant Name:		Phone Number:	
Home Address: Street Address:			
City and Zip Code:			
School District:		Date of Birth:	
Referring Teacher Name:			
Email Address:		Work Phone:	
Parent/ Guardian:			
Place of employment:		Phone Number:	
Email Address:		Address same as Candidate	Yes or No

EDUCATIONAL BACKGROUND:

Are you 18 years or older? Yes No If no, what is your age? _____

Have you deferred your high school diploma/graduation?
Yes No

Do you have all your credits necessary to graduate?
Yes No

Anticipated Graduation Date: _____

EMPLOYMENT BACKGROUND:

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

Full time Part time

Which shifts are you willing/able to work after graduating from Project SEARCH? (Mark all that apply.)

1st Shift 2nd Shift 3rd Shift

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? _____

Use the chart below to list any paid jobs or volunteer work that you have done:

Employer (Workplace)	Work Duties	Dates of Work	Paid or Volunteer

Describe what kind of responsibilities or chores that you have at home.

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:

TRANSPORTATION:

How do you plan to get to and from Project SEARCH for the school year?

How do you plan to get to work when you become employed?

Do you have a Driver's license?

Yes No

Do you have a State ID?

Yes No

Do you have plans to get your driver's license in the next year?

Yes No

Do you have experience riding public transportation?

Yes No

SERVICE AGENCIES:

Do you have a counselor from OOD? (Opportunities for Ohioans with Disabilities)

Yes No

Name of Counselor: _____

If you have not applied for Vocational Rehabilitation services with OOD, we need to refer for services to be eligible for Project SEARCH. We can assist in this process or you can call the Mansfield Office at 419-747-3000.

Are you eligible for services from your County Board of DD?

Yes No

Name of Counselor: _____

What agency services have you utilized in the past?

Agency Name:

Purpose:

Agency Name:	Purpose:

INDEPENDENT LIVING:

Do you get up in the morning on your own?

Yes No

Do you wear contacts or glasses? _____

If you are hearing impaired, please list what kinds of aids/supports you use:

What do you like to do when you are not in school or working?

Medications/ dosage/ Time of day taken by student:

Medication	Dosage	Time of day

List side effects of medications you are currently taking:

Please list any limitations that impact employment so we may consider adaptations/accommodations for the work site. What kinds of aids/supports do you currently use?

BEHAVIORAL SUMMARY:

Do you have any behavioral or social skill deficits that might impact your performance in Project SEARCH or in maintaining employment?

Yes No

Please Explain:

Have you ever been suspended/expelled/removed from the school environment for any reason?

Yes No

Please Explain:

STUDENT RESPONSE QUESTIONS

(If a scribe is needed, please write the exact words used by the student and please note who the scribe was)

Why are you interested in attending Project SEARCH at OhioHealth? How would Project SEARCH benefit you? **(Complete in your own words)**

What do you want us to know about you?

This application has been completed by:

Name/Title

Date

Student Signature

Date

	Host Business Name	Worksite Focus	Host Business Overview
	<p>OhioHealth Mansfield</p> <p>Katie Getz, Instructor</p> <p>419-526-8026 getz.katie@pioneerctc.edu</p>	<p>Internships are in the following areas:</p> <p>OT/PT, Food and Nutrition Café Servier, Café Host, Room Service, Dishroom, Department of Outpatient Surgery, Environmental Services, Wound Care, Supply Chain, Information Services, Emergency Department, Customer Service, Engineering</p>	<p>Scrubs or uniforms are required for a majority of the rotations, and will be provided. Collared shirt, blue/black/gray/khaki pants, watch, belt and closed toe shoes is our starting business casual attire.</p> <p>No jeans, leggings, t-shirts, or open toed shoes. Natural looking colored hair and makeup.</p> <p>Professional environment with emphasis on appropriate interactions with patients and co-workers.</p> <p>Must complete flu shot and TB testing.</p> <p>Free Parking</p> <p>Free lunch in onsite cafeteria. Vending, microwaves, and refrigerators available.</p> <p>Dedicated classroom with internet access.</p> <p>Structured, contained building/environment. Most assignments do not require outside activities.</p> <p>All rules and regulations regarding OhioHealth policies are followed even if enacted throughout the school year.</p>