



# Project SEARCH at Dartmouth Hitchcock Medical Center

## Application Timeline

The Project SEARCH program at Dartmouth Hitchcock Medical Center is a competitive program with both early and regular decision opportunities.

Early Decision: Students applying through the Early Decision cycle have the opportunity to gain early acceptance. Students admitted to Project SEARCH early are required to accept or decline the offer by March 21, 2024 to hold a place in the 2024–2025 program year. If you do not accept or decline by March 21, 2024 you will take the risk of losing your spot and being put on a wait list.

Regular Decision: Individuals applying through the Regular Decision cycle have the opportunity to gain acceptance in the spring and, if admitted, have until April 25, 2024 to either accept or decline their offer. If you do not accept or decline by April 25, 2024 you will take the risk of losing your spot and being put on a wait list. Openings may be limited for regular decision.

The anticipated program start date for 2024–2025 is August 28, 2024 (note: subject to change).

### Early Decision Dates and Deadlines for the 2024–2025 Class

▪ Applications Due.....	Friday February 2, 2024
▪ Interview.....	Thursday February 15, 2024
▪ Acceptance Letters .....	Thursday February 22, 2024
▪ Deadline to accept/decline program participation.....	Thursday March 21, 2024

### Regular Decision Dates and Deadlines for the 2024–2025 Class

▪ Applications Due.....	Friday March 1, 2024
▪ Interview.....	Thursday March 21, 2024
▪ Acceptance Letters .....	Thursday March 28, 2024
▪ Deadline to accept/decline program participation.....	Thursday April 25, 2024

Important Note: All candidates must want to work and plan to actively seek employment following completion of Project SEARCH at Dartmouth Hitchcock Medical Center. The main goal of the program is to obtain a minimum of 16-hours per week of competitive employment upon graduation.



# What is Project SEARCH?

Project SEARCH is a business-led collaboration that enables young adults with disabilities to gain the skills and experience in order to obtain and maintain employment through training and career exploration!

The program occurs on-site at Dartmouth Hitchcock Medical Center, Lebanon, NH. Each prospective intern applies and interviews for the program and is accepted through a selection committee process. High school students in their last year and post-graduate adults with disabilities may apply. All applicants are required to go through the eligibility process with Vocational Rehabilitation/Hireability and for developmental services in your state of residency (HCRS, UVS, LSI in VT, and Pathways in NH).

Project SEARCH at Dartmouth Hitchcock Medical Center is a collaboration between: Dartmouth Hitchcock Medical Center (DHMC), Hartford School District (HSD) in VT, Hireability (VT), Lincoln Street Inc. (LSI), and Vocational Rehabilitation New Hampshire (VRNH). Cincinnati Children's Hospital Medical Center (CCHMC) as the flagship program provides technical assistance for replication and overall leadership to Project SEARCH nationwide.

All collaborating partners are vital to the success of the program. DHMC provides a classroom, business liaison and internship opportunities for on-the-job training. HSD provides the licensed special educator. The job developer and skills trainer(s) that work with the interns on their internships are LSI employees. VRNH and Hireability also provide supports and services to assist the interns in reaching their employment goals. The collaborating partners work together towards the common goal of assisting the interns with obtaining at least 16-hours of competitive employment upon completion in the program.

The cornerstone of Project SEARCH is total immersion at Dartmouth Hitchcock Medical Center. Each day interns report to the hospital and spend the first hour learning employability skills in the classroom, then approximately 5-hours per day in their internship and end the last 30 minutes back in the classroom reflecting on what they have learned. Interns participate in three 10-12 week targeted internships in throughout the program year in various department within DHMC.

At DHMC supervisors and mentors at the internship sites provide natural supports to the interns. They work together with the Project SEARCH on-site team to support the interns. Interns receive continual feedback and support from the internship supervisor, co-workers and on-site Project SEARCH staff.



# Project SEARCH at Dartmouth Hitchcock Medical Center Application 2024-2025

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

Current School: (If applicable) \_\_\_\_\_

Forms to Fill Out, Sign and Return, check when complete:

- ☐ Project Search Application
- ☐ IEP or ISA (most recent)
- ☐ Psychological Evaluation and any other Assessments/Evaluations
- ☐ Resume (if you have one)

*Important Note: Upon acceptance all program participants (interns) must comply with Dartmouth Hitchcock Medical Center current Employment Requirements Policy as a Person of Interest, there will be pre-employment screening activities such as criminal background check, health assessment through Occupational Medicine which requires all participants to have the following vaccines: 2 Tuberculosis tests, Measles, Mumps and Rubella (MMR), Varicella, Tetanus/Diphtheria/Pertussis (Tdap), Hepatitis B, Seasonal Influenza (flu), Covid-19 showing an up-to-date-status.*

Please send completed application and supporting documentation to:

Applications can be sent electronically via email to [project.search@hitchcock.org](mailto:project.search@hitchcock.org) or through the US Postal Service at the address below:

Project SEARCH at Dartmouth Hitchcock Medical Center  
One Medical Center Drive, Room 4-H  
Lebanon, NH 03756-0001  
Attn: Brynne L. MacMurtry, Project SEARCH Instructor

For additional questions please call: (603) 650-6439

For Office Use Only:

Date Received: \_\_\_\_\_

- ☐ Early Decision Application Due 2/2/24
- ☐ Regular Decision Application Due 3/1/24

## PART 1: TO BE COMPLETED BY APPLICANT & PARENT/GUARDIAN

### Applicant Information

Name (Last, Middle, First): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Email Address \_\_\_\_\_

Gender: ☐ Male ☐ Female ☐ Non-Binary ☐ Other Personal Pronouns: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### Guardian Information

Do you have a Legal Guardian? ☐ Yes ☐ No

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

Home Phone #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Email Address \_\_\_\_\_

### Parent Information

Parent #1: Relationship: \_\_\_\_\_

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

Home #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Work #: \_\_\_\_\_ Email Address \_\_\_\_\_

Parent #2: Relationship: \_\_\_\_\_

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

Home #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Work #: \_\_\_\_\_ Email Address \_\_\_\_\_

### Emergency Contact Information

Emergency Contact Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Medical:

Do you take prescribed medications independently? ☐ Yes ☐ No

Medication	Dosage	Time of Day	Purpose

Do you have any allergies: ☐ Yes ☐ No

If yes, what?

Upon acceptance will you be able to provide proof of health insurance coverage? ☐ Yes ☐ No

### Transportation

Do you currently hold a: <input type="checkbox"/> Driver's License <input type="checkbox"/> Permit <input type="checkbox"/> Non-Drivers ID <input type="checkbox"/> None	
If yes, when does it expire?	
Will you obtain a driver's license within the next year (not required)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when?	
Will you have a family/friends provide transportation to Project SEARCH?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who?	
Do you live near public transportation or commuter bus route (i.e. AT, MOOver, Stagecoach, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you comfortable using public transportation to Project SEARCH?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, would you agree to participate in travel training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If NO to all of the above, how will you travel to Project SEARCH?	

## Independent Living:

With whom do you live?		
Do you use an alarm clock or your smart phone to get yourself up in the morning? If NO, how do you wake up?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you use any devices or aids to assist with your vision? If yes, please explain the nature of your vision impairment and devices you use:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you use any devices or aids to assist with your hearing? If yes, please explain the nature of your hearing impairment and what devices you use:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you use sign language and/or a communication device?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## School and Developmental Services Information

School District of Primary Residence: \_\_\_\_\_

Special Education Case Manager: \_\_\_\_\_

High School: \_\_\_\_\_ Date of Projected Graduation: \_\_\_\_\_

Are you currently eligible for services from a developmental service agency? ☐ Yes ☐ No

If yes, which one? (e.g. HCRS, LSI, UVS, Pathways, etc) \_\_\_\_\_

Are you currently utilizing services from an agency? ☐ Yes ☐ No

*If yes, complete information below:*

Agency	Services Provided	Agency Contact	Phone #	Dates of Service



## School and Developmental Services Information Continued

Do you have a Vocational Rehabilitation/Hireability or School Transition Counselor? ☐ Yes ☐ No

If yes, please complete below:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Has an agreement already been established with your school district or area agency regarding the payment for tuition to attend Project SEARCH? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Employment Preferences

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

☐ Full time (30-40 hours)

☐ Part time (16-29 hours)

☐ Either

Please check ALL shifts you are willing to work after graduating from Project SEARCH?

☐ 1<sup>st</sup> Shift (8am-4pm)

☐ 2<sup>nd</sup> Shift (4pm-12am)

☐ 3<sup>rd</sup> Shift (12am-8am)

☐ Weekends

Please list the towns where you are willing to work:

Do you plan to work in addition to being in the Project SEARCH Program?

☐ Yes

☐ No

If yes, where?

How many days/hours per week?



## Employment & Volunteer History *(start with most recent)*

Employer Name:		
Job Title:		
Job Duties:		
Dates Employed:		
Supervisor Name:		
Supervisor Phone Number:		
Hours per week:		Compensation: <input type="checkbox"/> I was paid to work <input type="checkbox"/> I was a volunteer
Reason for leaving/dismissal:		

Employer Name:		
Job Title:		
Job Duties:		
Dates Employed:		
Supervisor Name:		
Supervisor Phone Number:		
Hours per week:		Compensation: <input type="checkbox"/> I was paid to work <input type="checkbox"/> I was a volunteer
Reason for leaving/dismissal:		

Employer Name:		
Job Title:		
Job Duties:		
Dates Employed:		
Supervisor Name:		
Supervisor Phone Number:		
Hours per week:		Compensation: <input type="checkbox"/> I was paid to work <input type="checkbox"/> I was a volunteer
Reason for leaving/dismissal:		

## Support & Accommodations

Did you work independently at previous jobs or volunteer sites?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you receive job coaching or other support in previous jobs or volunteer work? If yes, what type of support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many hours per week?	Who provided these supports?
Did you have one-on-one support during any of your work or volunteer experiences?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you receive any accommodations in a previous job? If yes, what type?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you found and kept previous employment without assistance? If yes, which job(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What supports would help you succeed in a job?	
Please list any limitations that affect your ability to work:	
If you have a physical disability, please list the kinds of aids, supports or assistive technology used:	
Keeping in mind that Project SEARCH at DHMC meets Monday – Friday, 8:00 am – 2:45 pm, do you have any health or medical issues that may impact your ability to complete the program?  If yes, please explain:	

**Personal Statement:**

Why do you want to come to Project SEARCH, and how do you think Project SEARCH will help you achieve your employment goals? (To be completed in the applicant's words.)

## Applicant Agreement:

By applying to Project SEARCH program, you are agreeing to abide by the following terms and conditions:

- I will complete at least three unpaid internship rotations within the host business unless offered competitive employment.
- I will conduct myself in a professional manner in the Project SEARCH classroom, within Dartmouth Hitchcock Medical Center and at the assigned internship sites.
- I will attend the program daily from 8:00am - 2:30pm, Monday through Friday according to the Project SEARCH calendar and maintain attendance in accordance with program policy.
- I will dress appropriately and wear the required uniform
- I will notify the Project SEARCH instructor(s) when I am absent or tardy.
- I understand that I am responsible for transportation to the host site.
- I will follow all the rules and policies established by the program and hospital.
- I will attend all progress and employment planning meetings with my Project SEARCH team including parents/guardians, and case manager
- I will be an active participant and communicate any issues or concerns.
- I will actively pursue competitive employment (a minimum of 16 hours per week) upon graduation.

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

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

By signing below, I understand and agree to information being shared among the collaborating partners of Project SEARCH at Dartmouth Hitchcock Medical Center, in order to best serve my success in the program; Dartmouth Hitchcock Medical Center, Lincoln Street Inc., Hireability (VT Students) and Vocational Rehabilitation NH (NH students), sending school districts and the host school district in Hartford, VT.

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

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

*If applicable, the person assisting the student to complete this application is:*

Name:	Title:	Date:
Phone Number:	Email Address:	Organization:

Signature of Person Assisting in completing this application (if applicable):

\_\_\_\_\_