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# Project SEARCH Hamilton Student Intern Application

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*Hamilton-Wentworth District  
School Board Specialized  
Services Department*

2024-2025 School Year



Project | SEARCH<sup>®</sup>  
Hamilton

## **Purpose**

The purpose of this application packet is to outline the skill set of the Project SEARCH Hamilton Student Intern Candidate. This application enables the Selection Committee, consisting of representatives from HWDSB and the community partners, to properly assess each candidate's skills, abilities and background. A parent, candidate, school staff, or employer will be contacted by the Selection Committee to gather additional information. A referral from an HWDSB staff member is required for an application to be considered. Our goal is to select students who will be successful in the Project SEARCH program and reach the outcome of competitive employment after program completion.

Please visit: [www.projectsearchhamilton.ca](http://www.projectsearchhamilton.ca) for more information about the program.

## **Selection Process Guidelines**

1. All students are encouraged to attend a Project SEARCH Information Session.
2. Applicants must meet Project SEARCH criteria (next page).
3. Submit the completed application by: **March 20, 2024**.
4. Applications must be sent to: [projectsearch@hwdsb.on.ca](mailto:projectsearch@hwdsb.on.ca)
5. Completing this application does not guarantee placement.
6. Applications and reference checks must be completed in full.
7. Each Candidate must attend the Skills Assessment session for observation by the Selection Committee. Details about the date and location of this session will be arranged.
8. Applicants to the Project Search program must meet all date deadlines and complete the application, interview, and skills assessment to be considered.

## **Eligibility Criteria**

Student Intern Candidates must:

- At least 18 years old at the beginning of the school year
- Have an intellectual or communication disability
- Desire and plan to work competitively in the community at the conclusion of the program
- Have independent personal hygiene and grooming skills
- Have independent daily living skills
- Maintain appropriate behaviour and social skills in the workplace
- Take direction from supervisors and change behaviour
- Have the ongoing and active support of a family member or caring adult
- Utilize public transportation when available or alternatively have other means of getting to work. Transportation to/from site and costs associated are Intern/family responsibility
- Have a recent and clear vulnerable sector check
- Willing and able to have all vaccinations necessary as required by the host business

Please note that the eligibility criteria are intended to determine application eligibility; other variables such as the business environment and internship opportunities will be considered when selecting applicants.

## **Key Dates**

**February 29, 2024** - In-Person Project SEARCH Information Session at the HWDSB Education Centre (20 Education Crt.). Registration required.

**March 7, 2024** - Virtual Project SEARCH Information Session on MS Teams. Registration required.

**March 20, 2024** - Applications Due

**April 4/5, 2024** - Interviews and Skills Assessment

**April 18, 2024** - Offer of Admission

**April 26, 2024** - Deadline for Candidate Notice of Acceptance

**May 6, 2024** - Intern Site Allocations

**June 17th, 2024** - All Intern Onboarding Forms Submitted

**September 3, 2024** - Project SEARCH Orientation

**September 4, 2024** - Project SEARCH Program Begins

## **Candidate Commitment**

Student Intern Candidates must:

- have the desire to work competitively throughout the entirety of the Student Internship and the completion of the Project SEARCH program
- have independent personal hygiene and grooming skills
- maintain appropriate behaviour and social skills in the workplace
- take direction from the teacher, skills trainer, business liaison, department supervisors and mentors and change behaviour as appropriate
- be able to communicate effectively with reasonable accommodations if any are needed
- utilize public transportation when and where available and participate in travel training to ensure success in using the bus independently or be able to travel to and from the workplace in a reasonable and dependable way
- be able and willing to participate in the regular program hours which is the normal school day, five days per week
- have the support and participation of a family member or caring adult

For more information, please contact:

<b>Vesna Frankovich</b> Project SEARCH Teacher <a href="mailto:vfrankov@hwdsb.on.ca">vfrankov@hwdsb.on.ca</a> 365-833-1247	<b>Carly Robinson</b> Project SEARCH Teacher <a href="mailto:clrobins@hwdsb.onc.ca">clrobins@hwdsb.onc.ca</a> 289-921-5206	<b>Tammy Faux</b> Consultant <a href="mailto:tfaux@hwdsb.on.ca">tfaux@hwdsb.on.ca</a> 905-515-5706
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Please remove pages 1-3 from the application packet for your future reference.

## Project SEARCH Hamilton – Student Intern Application

### ***Personal Information***

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
# Street City Postal Code

Student Cell: \_\_\_\_\_ HWDSB Student Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: ☐ Male ☐ Female ☐ Prefer not to disclose

School Currently Attending: \_\_\_\_\_

### ***Parent/Caring Adult Information***

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

Address: \_\_\_\_\_  
# Street City Postal Code

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

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

Address: \_\_\_\_\_  
# Street City Postal Code

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

### ***Home School Referral***

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_ School Name: \_\_\_\_\_

## ***Future Employment Preferences and Background***

What is your career of interest? \_\_\_\_\_

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 the school or in the community (paid or volunteer):

Employer #1: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ ☐ Paid ☐ Volunteer

Job Duties:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Employer #2: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ ☐ Paid ☐ Volunteer

Job Duties:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

## ***Additional Information***

Check any areas that pertain to the candidates need for accommodations at work/school (Parent or school staff may assist you in completing this section).

- |  |   |
|--|---|
| <input type="checkbox"/> Mobility                    | <input type="checkbox"/> Reading                                  |
| <input type="checkbox"/> Attending to tasks          | <input type="checkbox"/> Numeracy                                 |
| <input type="checkbox"/> Hyperactivity               | <input type="checkbox"/> Speech/language                          |
| <input type="checkbox"/> Communicating               | <input type="checkbox"/> Working with others                      |
| <input type="checkbox"/> Attendance                  | <input type="checkbox"/> Decision making                          |
| <input type="checkbox"/> Self-care                   | <input type="checkbox"/> Adjusting to new situations              |
| <input type="checkbox"/> Taking medication           | <input type="checkbox"/> Noise sensitivity                        |
| <input type="checkbox"/> Self-direction              | <input type="checkbox"/> Work stamina (standing, stairs, lifting) |
| <input type="checkbox"/> ELL                         | <input type="checkbox"/> Hygiene and grooming                     |
| <input type="checkbox"/> <i>Other (Please note):</i> |   |

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## ***Student Response Question***

Why do you want to participate in Project SEARCH? (Complete in your own words and/or person assisting will write the responses in the student's own words).

## ***Assistance***

The person assisting the candidate to complete this application is:

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

Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

## ***References***

### **Personal Reference**

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **Home School Referral (mandatory)**

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## ***Home School Referral Question***

Please share why this applicant is a good candidate for the Project SEARCH program.



## ***Understanding and Agreement of Onboarding Requirements***

For candidates to be considered, an understanding and agreement of onboarding requirements must be completed. Upon acceptance into Project SEARCH Hamilton Interns **MUST** complete the following onboarding requirements.

### **Mandatory Onboarding Requirements:**

- Physician Immunization Form (Business Site Specific)
- Two doses of MMR (Measles, Mumps, Rubella)
- Two Step Tuberculosis (TB) status:.
- Proof of COVID-19 Full vaccination: QR code necessary
- Vulnerable Sector Check
- Ontario Identification Card or Government Issued ID (**not Health Card**)
- Business Site Specific Onboarding Modules. Completed with the Project SEARCH staff starting September 4<sup>th</sup>, 2024.

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

*\*The student will be asked to sign this upon acceptance into the program.*

## Project SEARCH Intern Contract

Read the student contract below and sign and date.

I understand that if I participate in Project SEARCH, I must abide by the following terms and conditions:

- I will complete three unpaid job internships at the designated business site
- I will attend the program every day from 8:45 am- 2:30 pm (**subject to change**), Monday through Friday
- I will dress appropriately and wear the required uniform
- I will wear the work gear (i.e., work boots, goggles, etc.) required in my internship
- I will call my teacher and departmental supervisors when I am absent or late
- I will make up any assignments missed due to excused absences
- I will follow all the rules, policies and procedures established by the program at the business site
- I will attend regularly scheduled meetings with my Teacher, Skills Trainer, parent/guardian(s) and business site staff
- I will be an active participant and communicate any issues regularly with staff
- I will actively pursue employment

I have read the above terms and conditions. I understand that I may be asked to return to my home school if I am unable to follow these terms and conditions.

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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