
Project SEARCH Hamilton Student Intern Application

*Hamilton-Wentworth District
School Board Specialized
Services Department*

2026-2027 School Year



Project | SEARCH[®]
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 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: **February 19, 2026**.
4. Applications must be sent to: 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.

PLEASE NOTE:

For your convenience, this is a fillable form. Please download the application, fill in the required information, save it and submit through email.

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

January 15, 2026 - In-Person Project SEARCH Information Session at the HWDSB Education Centre
6:00pm - 8:30pm (20 Education Crt.).

January 22, 2026 - Virtual Project SEARCH Information Session on MS Teams. Registration required.

February 19, 2026 - Applications Due

March 4/5, 2026- Interviews and Skills Assessment (Education Centre)

March 26, 2026 - Offer of Admission

March 31, 2026- Deadline for Candidate Notice of Acceptance

April 7, 2026 - Intern Site Allocations

April 2026 - Site Specific On-boarding

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:

Vesna Frankovich
Project SEARCH Teacher
vfrankov@hwdsb.on.ca
365-833-1247

Carly Robinson
Project SEARCH Teacher
clrobins@hwdsb.on.ca
289-921-5206

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

Have you had a job experience before (paid, volunteer, TWEP, co-op)?

Location: _____

Role: _____

Duration: _____ ☐ 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> | |

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 (Mandatory)

Please complete the Candidate Referral Checklist at the end of the application and share why this applicant is a good candidate for the Project SEARCH program in the space below.

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)
- Tetanus Vaccine
- Two doses of MMR (Measles, Mumps, Rubella)
- Two Step Tuberculosis (TB) status
- Vulnerable Sector Check
- Ontario Identification Card or Government Issued ID (**not Health Card**)
- Business Site Specific On-boarding Modules
- Personal or Public Transportation Arranged

Intern Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Understanding Site Allocations

There are two Project SEARCH Hamilton sites: Hamilton Health Sciences and the Downtown YMCA/YWCA. Successful candidates may be placed at either site based on skill assessment outcomes.

Please identify any personal challenges that may exist for your placement at either site in the space provided below. If you have no concerns, please leave blank.

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

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: _____

School Support Team Insight: This checklist is to help gain a deeper understanding of the skills our candidates have to date, along with skills that will require attention and support regarding development. This information will be utilized when assisting the candidate in their transition to/in Project SEARCH, upon acceptance into the program. These are skills that Interns are required to meet in order to be successful in Project SEARCH. Intermittent support and individualized accommodations will be provided.

Please identify presently YES (Y), NO (N) or has the POTENTIAL (P) to learn these tasks.

Employability Skill	Y/N/P	Comments/Concerns
Commitment to Work		
Arrives at school on time and daily		
Returns to class on time after lunch/break		
Tells time/keeps track of time		
Remains with task until finished		
Returns to task and finishes if interrupted		
Completing something is important to them		
Willing to learn new and challenging tasks		
Communication & Seeking Help		
Can communicate needs		
Communicates needs without screaming/stomping		
Can ask for help without prompting		
Responds well to being told no/or willing to try another way		
Accepts feedback and can change behavior with guidance and teaching		
Can retain information		
Understands verbal direction/instruction		
Understands written direction/instruction		
Uses visual/images to understand direction/instruction		
Utilizes assistive tech if needed (brings device)		
Workplace Structure		
Will be able to follow (rules, policies, procedures and guidelines) of host business		
Can work independently without disrupting the natural flow of the workday once skills are learned		
Is aware of hygienic behaviors such as, touching face area, washing hands and bodily functions/desires and want to improve areas of need		
Will follow employee hygiene standards for the workplace. Both personal hygiene and uniform hygiene are taken into consideration		
Safety		
Road safety skills are strong enough to cross the street independently		
Can travel between host site either (YMCA to YWCA) or (RJCHC to HGH) independently		
Can safely work independently without supervision for 30-45 minutes at a time.		