
Project SEARCH Hamilton Student Intern Application

*Hamilton-Wentworth District School Board
Specialized Services Department*

2021-2022 School Year



Project | SEARCH[®]
Hamilton

HWDSB

COMMUNITY LIVING
Hamilton



mentor Ability



Purpose

The purpose of this application packet is to outline the skill set of the Project SEARCH Hamilton Student Intern Candidate. Candidates are applying for a School Board placement at the Hamilton-Wentworth District School Board's (HWDSB) Education Centre for the 2021-2022 school year. 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 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 after completion of 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 May 26, 2021.

Online applications can be sent to projectsearch@hwdsb.on.ca

Paper applications can be submitted to the Learning Resource Teacher at your home school.

4. Completing this application does not guarantee placement.
5. The Selection Committee will only accept fully completed applications. Any incomplete applications will be disregarded and the Candidate will not be considered.
6. Each Candidate must attend the Skills Assessment session for assessment by the Selection Committee. Details about the date and location of this session will be arranged upon receipt of the application.
7. Applicants to the Project Search program must meet all date deadlines.

Eligibility Criteria

Student Intern Candidates must:

- Be in their last year of secondary school (graduates of Project SEARCH go on to seek employment, not return to high school).
- Have finished their necessary credits for graduation (if in the regular program).
- Have the desire to work competitively at the end of the Project SEARCH program.
- Wish to gain skills through a combination of hands-on experience and classroom instruction.
- Benefit from participation in a variety of unpaid internships.
- Be independent of self-care and medication management.
- Have access to independent transportation to/from the Project SEARCH program.

Please note that this criterion is intended to determine application eligibility; other variables such as environment and task match will be weighted when selecting applicants.

Key Dates

May 19, 2021	Virtual Project SEARCH Information Session.
May 26, 2021	Student Intern Applications Due.
June 1 to 4, 2021	Virtual Interviews.
June 7 to 11, 2021	Skills Assessment Sessions (tentative – based on if students are in-person).
June 14, 2021	Notification of acceptance into the program or continuation in home school.
September 7, 2021	Project SEARCH Orientation (Facility tour and documentation provided).
September 8, 2021	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.

For more information, please contact:

Vesna Frankovich <i>Project Search Teacher</i> 20 Education Court, Hamilton, Ontario. L9A 0B9 vfrankov@hwdsb.on.ca 365-833-1247	Trish Woehrle <i>Consultant, Low Incidence</i> 20 Education Court, Hamilton, Ontario. L9A 0B9 twoehrle@hwdsb.on.ca 905-512-5706
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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

Home Phone: _____ HWDSB Student Email: _____

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

School Currently Attending: _____

Parent/Guardian(s) 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: _____

Current School Contact Person

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> | |

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).

References

Personal Reference

Name: _____ Relationship to Student: _____

Phone Number: _____ Email Address: _____

School Reference

Name: _____ Relationship to Student: _____

Phone Number: _____ Email Address: _____

Other Reference

Name: _____ Relationship to Student: _____

Phone Number: _____ Email Address: _____

Assistance

The person assisting the candidate to complete this application is:

Name: _____ Title: _____

Organization: _____ Phone Number: _____

Email Address: _____ Signature: _____

****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 as a condition of acceptance into the Project SEARCH program that I must abide by the following terms and conditions:

- I will complete two unpaid job internships at the Hamilton-Wentworth District School Board's Education Centre.
- I will attend the program every day from 8:45 am- 2:45 pm (***subject to change***), Monday through Friday.
- I will dress appropriately and wear required attire.
- 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 Hamilton-Wentworth District School Board's Education Centre.
- I will attend regularly scheduled meetings with my Teacher, Skills Trainer, parent/guardian(s) and board 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 and agree to accept my placement in the Project SEARCH program. I understand that I may be asked to leave Project SEARCH if I fail to follow the terms and conditions.

Intern Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____