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# Project SEARCH Hamilton Student Intern Application

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*Hamilton-Wentworth District School Board  
Specialized Services Department*

2022-2023 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. Candidates are applying for an Internship placement through the Hamilton- Wentworth District School Board's (HWDSB) for the 2022-2023 school year. Site details to follow in June. 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 June 11, 2022.

*Online applications* can be sent to [projectsearch@hwdsb.on.ca](mailto: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

|                   |   |
|-------------------|---|
| June 6, 2022      | Virtual Project SEARCH Information Session.                                 |
| June 11, 2022     | Student Intern Applications Due.  |
| June 14-15, 2022  | Virtual Interviews.   |
| June 16-17, 2022  | Skills Assessment Sessions.   |
| June 20, 2022     | Notification of acceptance into the program or continuation in home school. |
| September 6, 2022 | Project SEARCH Orientation<br>(Facility tour and documentation provided).   |
| September 7, 2022 | 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:

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|---|---|
| <p><b>Vesna Frankovich</b><br/><i>Project Search Teacher</i><br/>20 Education Court,<br/>Hamilton, Ontario. L9A 0B9<br/><a href="mailto:vfrankov@hwdsb.on.ca">vfrankov@hwdsb.on.ca</a><br/>365-833-1247</p> | <p><b>Trish Woehrle</b><br/><i>Consultant, Low Incidence</i><br/>20 Education Court,<br/>Hamilton, Ontario. L9A 0B9<br/><a href="mailto:twoehrle@hwdsb.on.ca">twoehrle@hwdsb.on.ca</a><br/>905-515-5706</p> |
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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> |   |

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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).

## ***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 designated business site.
- 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 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 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: \_\_\_\_\_