
Project SEARCH Hamilton Student Intern Application

*Hamilton-Wentworth District School Board
Specialized Services Department*

2023-2024 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 May 5, 2023.

Applications must be sent to: projectsearch@hwdsb.on.ca

4. Completing this application does not guarantee placement.
5. Applications must be completed in full.
6. 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.
7. 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:

- Agree that this will be the last year of secondary school
- 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

April 25 and 26, 2023 - Virtual Project SEARCH Information Session

May 5, 2023 - Student Intern Applications Due

May 15 to 19, 2023 - Student Virtual Interviews

May 23 to 26, 2023 - Student Skills Assessment Sessions

June 2, 2023 - Notification of acceptance into the program

September 5, 2023 - Project SEARCH Orientation

September 6, 2023 - 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:

Vesna Frankovich Project SEARCH Teacher 20 Education Court Hamilton, Ontario L9A 0B9 vfrankov@hwdsb.on.ca 365-833-1247	Carly Robinson Project SEARCH Teacher 20 Education Court Hamilton, Ontario L9A 0B9 clrobins@hwdsb.on.ca 289-921-5206	Trish Woehrle Consultant, Specialized Services 20 Education Court Hamilton, Ontario L9A 0B9 twoehrle@hwdsb.on.ca 905-515-5706
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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/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> | |

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.

****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: _____