



New School-to-Work
Transition Program



2023-2024 Halton District School Board (HDSB) Application for student applying to Project SEARCH Halton

Student (Applicant) First Name: _____

Student (Applicant) Last Name: _____

Application Purpose

The purpose of this application form is to obtain general information about a student who is applying to participate in the Project SEARCH Halton program. This application package is intended to outline the skill set of the Project SEARCH HDSB candidate for placement at Oakville Trafalgar Memorial Hospital for September 2023. This application enables the Selection Committee—consisting of representatives from the community partners—to properly assess each candidate’s skills, abilities and background. A parent, the candidate, counselor, school staff, or employer may be contacted by the Selection Committee to gather additional information.

HDSB will use the information in this application to determine:

- Student’s eligibility for participating in Project SEARCH Halton;
- Student’s accommodations for the skills assessment/interview day (if any).

The Project SEARCH Halton goal is to select candidates who will be successful in the Project SEARCH Halton program, and obtain competitive employment upon graduation.

Project SEARCH Halton Selection Process Guidelines

1. Submit the completed application form, by e-mail/mail no later than **March 3, 2023** to:

Roberto Garcia

Instructional Program Leader

Halton District School Board

3250 New Street, Burlington, ON L7N 1M8

(905) 691-7706 | garcia@hdsb.ca

If you do not wish or are unable to submit the completed application form via email/mail, please contact Roberto to arrange an alternate submission method.

2. Please note as follows:

- only fully completed application forms will be accepted for review and consideration.
- completing and submitting the application form does not guarantee acceptance into Project SEARCH Halton.

3. HDSB staff will invite eligible candidates to attend Skills Assessment Day for observation and assessment by the Selection Committee. This includes a mix of interview and work trial activities.

4. If accepted, the candidate must be able to pass a criminal background check.

5. The candidate must have updated shots and Immunization Record including but not limited to: providing proof of Covid-19 vaccinations, TB, Measles, Mumps, Rubella, Chicken Pox, Varicella.

6. Halton Healthcare sign-off of mandatory policies

Project SEARCH Halton Eligibility Criteria and Commitment

- Be enrolled or eligible to enroll at HDSB for the 2023/24 school year.
- Be a minimum of 18 years of age by December 31, 2023.
- Be able and willing to take direction and instructions from Project SEARCH Halton Instructor, Skills Trainers, Manager and Mentors.
- Maintain appropriate behaviour, social skills and grooming/hygiene in the workplace.
- Be able to communicate effectively (being able to listen to others, as well as successfully relay their own ideas and opinions).

A collaborative community partnership



Key Dates and Deadlines

| | |
|-------------------------|---|
| December 2023 | Parent/Guardian & Student Information Session, Virtual Open House Evening |
| March 2023 | Deadline for Student Intern Candidate Application Package <i>(Completed packages must be received by Rob Garcia)</i> |
| March/April 2023 | Notification of invitation to Skills Assessment Day (may be virtual) |
| April 2023 | Skills Assessment - date/time TBD |
| May 2023 | Offers communicated to successful candidates |
| May 2023 | Deadline for Acceptance/Decline of Offer |
| June 2023 | Virtual meet the teacher/skills trainers and review documentation package |
| August 2023 | Documentation Package due to Human Resources at OTMH (including medical completion, criminal record check and all other forms) |
| September 2023 | Project SEARCH begins at OTMH |

Project SEARCH Halton Application for HDSB Intern at OTMH

Personal Information

Name: Last First Middle

Address: Street City P/C

Home Phone: Cell Phone: Email:

School Currently Attending:

Date of Birth: Choose one (optional) Male Female Prefer not to disclose

Parent/Guardian 1 Name:

Parent/Guardian 1 Email:

Address: City PC

Parent/Guardian Home Phone: Parent/Guardian Cell Phone:

Parent/Guardian 2 Name:

Parent/Guardian 2 Email:

Address: Street City P/C

Parent/Guardian Home Phone: Parent/Guardian Cell Phone:

Parent/Intern Candidate Information

1. Equity Statement: We (The Halton District School Board and our partners) believe that every person has the right to equitable treatment and freedom from discrimination. Project SEARCH placements will be made without regard to race, color, age, sex, national origin, cultural or economic background, housing circumstances is entitled to equal opportunity for educational development.
2. All candidate information contained in this application package **may** be shared with our project partners to ensure appropriate placements in internships and in the selection process.

Intern Signature **X** Date

Parent/Guardian Signature **X** Date

Future Employment Preferences and Background

What is your career of interest?

How do you want to be employed in the community upon the 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 Unpaid

Job Duties:

1.
2.
3.
4.

Employer #2: Contact Number:

Supervisor's Name: Paid Unpaid

Job Duties:

1.
2.
3.
4.

Check any areas that pertain to the candidate's 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"/> Speech/language |
| <input type="checkbox"/> Hyperactivity | <input type="checkbox"/> Handling money |
| <input type="checkbox"/> Communicating/working with others | <input type="checkbox"/> Decision making |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Adjusting to new situations |
| <input type="checkbox"/> Self-care | <input type="checkbox"/> Work stamina (standing, stairs, lifting) |
| <input type="checkbox"/> Taking medication | <input type="checkbox"/> Hygiene and grooming |
| <input type="checkbox"/> Self-direction | |
| <input type="checkbox"/> Personal needs on the job | |
| <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 or a person assisting you, will write the responses in the student's own words.)

References

List three references.

Personal Reference

Name Relationship to Student
Phone Number Email Address

School Reference

Name Title
Phone Number Email Address

Other Reference

Name Title
Phone Number Email Address

Assistance

The person assisting the candidate to complete this application is:

Name Title
Organization
Phone Number Email Address
Signature **X** Date

Parent/Caregiver Assessment

(Please attach to the Application Package)



| | |
|---|-----------------------------------|
| Candidates Name: | Date Completed: |
| Name of person filling out form: | Relationship to Candidate: |

NOTE: Please be honest when filling out this information to help us determine eligibility and the level of support the candidate may need if selected for Project SEARCH.

Commitment to Community Employment: (check all that apply)

- Candidate wants to get a job
- The family supports the goal of competitive community employment
- Candidate can be contacted through an answering machine or voicemail
- Candidate has actively searched for jobs

Independent Daily Living and Self Care Skills:

(check all that apply)

- Candidate is independent in daily living and self care skills
- Prepare a lunch or snack
- Understands healthy food choices
- Maintain checkbook
- Handling Money/making change
- Taking Medication
- Toileting
- Daily Shower/Bath without reminders
- Read a digital clock and tell time
- Read a 🕒 clock and tell time
- Make an appointment by phone
- Be at home alone
- Able to stay awake for a 6-8 hour day

Appearance and Professional Presentation: (check all that apply)

- Candidate arrives at school and/or work daily with:
- Clean and combed hair

Project SEARCH Halton

- Clean clothing and underwear
- Brushed teeth/oral hygiene
- Clean clothes
- Candidate wears appropriate clothing for the weather
- Candidate follows the school or work dress code
- Candidate willingly follows the designated dress code of my employer including rules on:
 - Appropriate clothing
 - Shoes
 - Facial hair
 - Jewelry
- Fingernail polish and length

Transportation:

(Check all that apply)

- Candidate has his/her own car, drivers license and insurance
- Candidate knows how to use public transportation
- Candidate can read a bus schedule
- Candidate is willing to learn to use public transportation
- Candidate uses a door-to-door or para-transit system independently
- Parent or other guardian makes appointment for candidate
- Candidate makes own appointments
- Candidate is able to pay for transportation as needed
- Candidate has a family member/other who is willing to provide on-going transportation
- Other transportation options

-

Appropriate Social and Behavior Skills:

(check all that apply)

- Candidate has not been talked to or disciplined because of inappropriate touching or public displays at school or work
- Candidate does not swear or use profanity in a school or work setting
- Candidate shows respect to peers and adults
- Candidate works cooperatively with others
- Candidate accepts correction and criticism without a negative reaction
- Candidate has appropriate behavior with adult supervision but may not be appropriate in all independent situations (or needs some adult prompts on an on-going basis)
- Candidate has lost temper in a school or work environment
- Candidate has acted aggressively in a school or work setting
- Screaming or yelling
- Hitting/Punching
- Spitting
- Kicking
- Fighting

Interpersonal Communication Skills

(check all that apply)

- Candidate responds when someone speaks or asks questions
- Candidate makes eye contact
- Candidate uses an appropriate tone of voice
- Candidate is comfortable starting a conversation with someone
- Candidate engages in appropriate conversation in a school or work environment
- Candidate uses appropriate body language in the school or work environment
- No inappropriate hand gestures
- Sitting appropriately in a chair / posture
- Respecting personal space
- Candidate uses a cell phone and electronic equipment (IPOD, Walkman, Bluetooth, etc). appropriately according to the school or business policy including refraining from talking and answering the phone, texting and listening to music

Verbal Communication Skills:

(check all that apply)

- Candidate is easily understood by others
- Candidate sometimes has trouble getting messages across to others
- Candidate uses adaptive equipment to communicate
- Candidate is willing to learn to use adaptive equipment to communicate if appropriate
- Candidate uses an interpreter and/or uses sign language to communicate
- Candidate talks about the same topics over and over again

Recreational Activity Skills:

(check all that apply)

- Sports (please list) _____
- Band
- Choir
- Theatre
- Scouts/Guides
- Church youth group
- Community recreation and/or Special Olympics
- Computer or electronic games
- Other
- Candidate likes to exercise on their own (walking, running, biking, etc.)
- Exercises: _____ times each week for at least thirty minutes each time

Candidate enjoys sit-down activities such as:

- Computer or electronic games
- Watching television
- Reading
- Scrap booking
- Other _____

Candidate has the following hobbies:

Production Rate and Work Quality Skills:

(check all that apply)

- At work, volunteer or school, candidate completes all tasks with high quality by due date
- At work, volunteer or school completes all tasks with average quality by due date
- At work, volunteer or school, candidate completes all tasks with poor quality by due date
- At work, volunteer or school, candidate turns in assignments by a deadline or due date
- At work, volunteer or school, it is difficult for the candidate to get all tasks finished or turned in on time

Please list strategies that have assisted the candidate to complete and turn in work on time:

- At work, volunteer or school, the candidate gets most of the tasks correct
- If no, please explain:

With home chores, or on the job, the candidate's work is organized and neat_____

Employability Skills:

(check all that apply)

- Candidate gets to work or other appointments on time
- After lunch or a break, the candidate gets back to class or work on time
- The candidate knows how to tell and keep track of time
- The candidate is able to count money and make change accurately
- The candidate stays on a task until it is finished
- If interrupted, the candidate can return to the task and finish it
- The candidate can access personal information to complete a paper application
- The candidate has had experience with completing on-line applications
- The candidate knows how to answer common interview questions
- The candidate can tell his/her boss or co-workers what help is needed on their job
- Please list strategies that have been successful and leads to success and independence:

Prior Work Experience:

(check all that apply)

- The candidate has worked at their school doing:

- The candidate has volunteered at:

- The candidate does the following chores at home on a regular basis:

- The candidate has never worked or volunteered

Academic Skills:

(check all that apply)

- The candidate's favorite subjects in high school were/are: _____
- The candidate likes to read books for pleasure. The last book read was: _____
- The candidate uses a calculator when doing math problems or for everyday use
- The candidate likes to read the newspaper and magazines for news, job hunting and other information
- The candidate likes to write or keeps a diary/journal

Computer/Electronic Skills:

(check all that apply)

- The candidate has basic keyboarding skills and uses correct typing techniques
- The candidate has basic keyboarding skills and uses only two fingers (hunt and peck)
- The candidate can use Google Docs to create letters and other documents
- The candidate can use Microsoft Excel/Google Sheets to create spreadsheets and other documents
- The candidate can use Microsoft Publisher to create cards, newsletters, flyers or other documents
- The candidate can use email correctly
- The candidate can access the internet to get information, find services such as map quest and use various search engines
- The candidate uses a computer to play games, watch TV shows, listen to on-line streaming, etc.
- The candidate has minimal computer skills
- The candidate uses a cell phone to talk to others/ texting

Problem Solving and Conflict Resolution Skills:

(Please give examples)

Home Situation:

School situation:

Community or work situation:

Final Acceptance Contingent Upon Completion of the Following by August 2023:

- Shot/Immunization Record
(including but not limited to Covid-19 proof of vaccination, TB, Measles, Mumps, Rubella, Chicken Pox, Varicella)

- Background/Criminal Check

- Halton Healthcare sign-off form for Mandatory Policies

Please Note: This process will be outlined in full upon acceptance into Project SEARCH

Project SEARCH Intern Contract

Read the student contract below and sign and date.

I, , understand that if I am accepted into the Project SEARCH program I must abide by the following terms and conditions:

- I will complete unpaid job internships at Oakville Trafalgar Memorial Hospital.
- I will attend the program every day from **8:45 am- 2:30 pm**, Monday through Friday.
- I will dress appropriately and wear the required uniform.
- I will call my instructor and department supervisor when I am absent or late.
- I will make up any assignments missed due to excused absences.
- I will follow all the rules established by the program at Oakville Trafalgar Memorial Hospital.
- I will attend regularly scheduled meetings with my job manager/mentors, parents, teachers, and business 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 **X** Date

Parent/Guardian Signature **X** Date

NB: The student will be asked to sign this upon acceptance into the program.

Application Checklist

(To be completed in conjunction with the candidate's current school)

- Completed Student Intern Candidate Application Package

- Completed Parent/Caregiver Assessment

- High School Transcript (Please request from the candidate's current school)

- Attendance Record (Please request from the candidate's current school)

- Current IEP (Please request from the candidate's current school)