

Project SEARCH
ALGOMA
Student Intern Application
2024-2025



Project | SEARCH
ALGOMA

Purpose:

The purpose of this application is to outline the skill set of the potential Algoma District School Board intern for Project SEARCH. Candidates are applying for an internship placement in 2024/2025 school year. This application allows the Selection Committee, which includes members from the ADSB and our community partners, to properly assess each candidate's skills, abilities, and experiences. 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 our Project SEARCH program and reach the outcome of competitive employment after completion of the program.

Selection Process Guidelines:

1. All Candidates will be contacted and provided with information about Project SEARCH
2. Applicants must meet Project SEARCH criteria:
 - Be in their last year of secondary school (graduates of Project SEARCH go on to seek employment, they do not return to high school)
 - Have finished the required credits for graduation.
 - Have the desire to work at the end of the Project SEARCH program.
 - Want 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 program.
3. The application must be submitted by April 30, 2024. Online applications must be sent to masonp@adsb.on.ca or hodkinj@adsb.on.ca.
4. Completing this application does not guarantee acceptance into the program.
5. All deadlines must be met for consideration into this program.
6. The following documents will also be assessed by the Project SEARCH team:
 - Individualized Education Plan
 - Attendance Report from school
 - Discipline Report

Candidate Commitment:

Student interns 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 their mentors. Interns must be able/willing to change behaviour as needed.
- Be able to effectively communicate any reasonable accommodations if needed.
- Use 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. So, this means regular attendance and arriving on-time each day.

Key Dates:

April 19th, 2024	Applications are due
May 8, 2024	Candidate Interview/Skills Assessment Day with Project SEARCH Partners
June 17, 2024	Signing Day
September 9, 2024	First day of Project Search Algoma!

ADSB Project SEARCH – Student Intern Application

Personal Information

Name: _____

Last

First

Middle

Address: _____

Street

City

Postal Code

Phone Number: _____

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

Phone: _____

Relationship: _____ Email: _____

Parent/Guardian(s) Information:

Name: _____

Address: _____

#

Street

City

Postal Code

Phone: _____ **Work /Cell Phone:** _____

Relationship: _____ **Email:** _____

Current School Contact Person

Name: _____ **Email:** _____

Position: _____

Future Employment Preferences and Background:

What kind of career are you interested in?

How do you want to be employed in the community after completing Project SEARCH?

- ☐ Full-time
- ☐ Part-time

List any jobs that you have done in the school or in the community (paid or volunteer)

Job #1: _____

Employer's name: _____

Contact Number or email: _____

Job Duties:

1. _____
2. _____
3. _____

Job #2**Employer's name:** _____**Contact Number or email:** _____**Job Duties:**

1. _____
2. _____
3. _____
4. _____

Additional Information

Check any areas that pertain to your need for accommodations at work/school.

(Parent or school staff may assist you in completing this section).

- ☐ Mobility
- ☐ Attending to tasks
- ☐ Hyperactivity
- ☐ Communicating
- ☐ Attendance
- ☐ Self-Care
- ☐ Taking medication
- ☐ Self-direction
- ☐ ELL
- ☐ Reading
- ☐ Numeracy
- ☐ Speech/Language
- ☐ Working with others
- ☐ Decision making
- ☐ Adjusting to new situations
- ☐ Noise sensitivity
- ☐ Work stamina (Standing, stairs, lifting)
- ☐ Hygiene and grooming
- ☐ Other (Please explain):

Student Response Questions:

1. Why do you want to participate in Project SEARCH? (Complete in your own words or the person assisting may write the responses in the student's own words).

2. What do you want us to know about you?

3. What areas of work interest you?

For more information, please contact:

Paula Mason Project SEARCH Teacher masonp@adsb.on.ca	Julie Hodkinson Special Education Assignment Teacher hodkinj@adsb.on.ca 945-7111 Ext. 10255	
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Visit www.projectsearchcanada.org for more information