



Project SEARCH

Sarnia-Lambton

*Intern Application
for the 2026/ 2027 School Year*



About Project SEARCH

Project SEARCH is a unique school-to-work internship program available to students ages 18-21 with developmental or intellectual disabilities who are planning to graduate and are looking to acquire the workplace and functional skills that will prepare them for employment in the local community. The cornerstone of this program is immersion into a large business or organization. Students learn job skills while participating in a variety of worksite rotations with the goal of competitive employment and are supported by a team including a certified Teacher and Skills Trainer. There are over 700 Project SEARCH sites around the world, and 80% of participants achieve competitive employment following graduation from the program.

About Project SEARCH Sarnia

Project SEARCH Sarnia launched in September 2024 as a partnership between St. Clair Catholic District School Board, YMCA of Southern Ontario (Jerry McCaw Family Centre, Sarnia) and Goodwill Career Centre. This one-year workplace immersion program takes place entirely at the YMCA, and follows the SCCDSB school year calendar (8:30am - 2:30pm). The program is facilitated by a certified SCCDSB teacher, a Goodwill Career Centre skills trainer, along with YMCA staff working in a variety of departments.

Each year, up to eight interns are accepted into this program. Throughout the year, interns receive employability training and have guided internships in three different departments within the YMCA, which may include childcare, culinary services, facilities and maintenance, or marketing and member services. Project SEARCH interns receive job coaching and employment support after graduation.

Student Eligibility Criteria

- ☐ 18 years old by the end of December 2026
- ☐ Enrolled in a Sarnia-Lambton secondary school
- ☐ Have an intellectual or other disability
- ☐ Planning to work at a part-time or full-time job in the community at a competitive rate
- ☐ Have independent personal care and hygiene skills
- ☐ Willing to take direction from supervisors and change behaviour as needed
- ☐ Ability to maintain appropriate conduct and social skills in the workplace
- ☐ Able to attend full-time (regular school hours/year)
- ☐ Willing to participate in public transit training
- ☐ Communicate effectively (with accommodations, where required)
- ☐ Have a supportive home team
- ☐ Willing to obtain a recent and clear vulnerable sector reference check, and vaccinations as required by the host business (YMCA)

Personal Information:

Name: _____
Last First Middle

Address: _____
Street City Postal Code

Date of Birth: _____ Phone Number: _____

Email: _____

Parent/ Guardian Information:

Name: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____

Relationship : _____ Email: _____

Name: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____

Relationship : _____ Email: _____

Secondary School Contact Information:

Name: _____ School: _____

Position: _____ Phone: _____

Email: _____

Future Employment Preferences and Background:

What is your career(s) of interest? _____

How do you want to be employed in the community upon completion of Project Search:

☐

Full-time

☐

Part-time

List jobs that you do or have done in the school or 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 candidate's need for accommodations at work/school.
(Parent/guardian or school staff may assist you in completing this section).

- | | | |
|---|--|--|
| <input type="checkbox"/> Mobility | <input type="checkbox"/> Reading | <input type="checkbox"/> Numeracy |
| <input type="checkbox"/> Attending to tasks | <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 | <input type="checkbox"/> ELL/ ESL | <input type="checkbox"/> Hygiene and Grooming |
| <input type="checkbox"/> Other: | | |

Student Response Question:

Why do you want to participate in Project Search? (Complete in your own words and/or the 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 (Mandatory)

Name: _____ Role: _____
Phone Number: _____ Email Address: _____

School Referral Question (to be completed by school reference):

Please share why this applicant is a good candidate for the Project Search Program.

Understanding and Agreement of Onboarding Requirements:

For candidates to be considered, an understanding and agreement of onboarding requirements must be completed. Upon acceptance into Project SEARCH Interns **MUST** complete the following onboarding requirements.

Mandatory Onboarding Requirements:

- Vulnerable Sector Reference Check
- Business Site-Specific Onboarding Modules. Completed with the Project SEARCH staff starting September 2, 2026.

Intern Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Interns will asked to sign this upon acceptance into the Project Search Program

Disclosure of Education Records to Project SEARCH partners Release of Information

**Student
Name:**

Surname

First Name

M

Date of Birth

Address:

/ Street

City

Postal Code

**Primary
Contact
Information:**

Name

Email

Phone

**Name
of School:**

School Name

School Board

**School
Address:**

/ Street

City

Postal Code

**Information to Use
or Disclose**

- ☐ Demographic Information
- ☐ Attendance Records
- ☐ Educational Assessments
- ☐ Safety Plans

- ☐ Individual Education Plan
- ☐ Psychological Assessments
- ☐ Medical Plans
- ☐ Other: _____

Signature of Student Applicant: _____ Date: _____

Signature of Parent/ Guardian: _____ Date: _____

If received assistance to complete application, name of scribe: _____

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 8:30 am- 2:30 pm (subject to change), Monday through Friday.
- I will dress appropriately and wear the required uniform.
- I will wear the Project SEARCH uniform required for 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: _____ Date: _____