



Project SEARCH Base Room
Field House
Bradford Royal Infirmary
Duckworth Lane
Bradford
BD9 6RJ

Tel: 01274 383867 / 07833 245519

Dear Applicant,

This is an information pack which will help you to apply for Project SEARCH Bradford, Sept 2019-July 2020.

Please visit www.projectsearchbradford.org.uk for more information about the programme.

Please contact one of the Project SEARCH Bradford team on the above numbers if you have any questions about the Project, or would like some help to complete the application form. We will be holding a drop in session in our base room on Wednesday 5th December, 1pm-6pm if you would like to meet the team and find out more about the programme.

Application forms and references need to be completed and returned to the Project SEARCH Team by **Thursday 31st January 2019**. You will then be informed if you have been selected to attend the interview selection day, which will be held on Wednesday 27th February 2019.

Project SEARCH will only accept applications from candidates who are aged 18-25 years old.

Note: Applicants must be 18 by 31st August 2019.

Yours Sincerely,

The Project SEARCH Team
Bryony Dolby- Project SEARCH Coordinator
Anne Whitaker - Job Coach
Sharron Batey- Project SEARCH Assistant



Application Form

Personal Details

Name:

Telephone:

Address:

Date of Birth (D.O.B):

Age (from September 1st 2019):

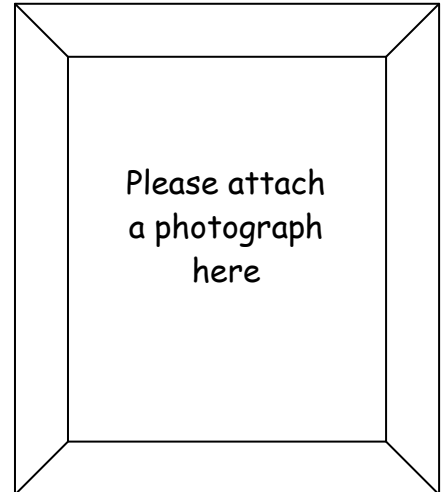
National Insurance Number:

Current place of education (if applicable):

Year group (if in education):

Tutor name (if in education):

Current activities (i.e. volunteering/projects/college):



Emergency Contact Person

Name:

Telephone:



Application Questions

Q. 1: Why would you like to become a Project SEARCH intern?

Q. 2: On Project SEARCH you have work experience placements at Bradford Teaching Hospitals. What types of job role(s) would you like to do at Project SEARCH?

Q. 3: What skills do you have that will help you do this type of job on Project SEARCH?

Q. 4: Have you done any work experience/volunteering? Do you help family/ school/ friends/ others with jobs? Please tell us about this.



Q. 5: Are you an independent traveller? If yes, please tell us where you can travel to and how you do this. If no, are you willing to take part in Travel Training to become an independent traveller?

Q. 6: What do you see yourself doing after finishing Project SEARCH?

Q. 7: Do you have a learning disability that has previously been assessed by another agency?

Q. 8: Do you have an EHCP (Education, Health and Care Plan)? Or do you have a My Support Plan that was completed at school?



Agreement

If I am successful at getting a place on Project SEARCH, I understand I must:

- Arrive at Project SEARCH and work on time
- Be willing and ready to work
- Have good attendance and comply with Bradford Teaching Hospitals NHS Foundation Trust's attendance policy
- Ring Project SEARCH myself if I can't attend
- Follow Project SEARCH's clothing guidelines
- Have a goal of getting a paid job
- Be willing to get a DBS (Disclosure and Barring Service) check if required
- Be willing to complete BTHFT's Occupational Health Form
- Be willing to work with the Travel Training Unit so that I can gain the necessary skills to travel to work on my own using public transport

I understand the agreement, and confirm that the information on my application form is correct. I give my permission for my data from the application process to be shared with the partner organisations of Project SEARCH Bradford.

Applicant signature: _____ **Date** _____

I give my permission for Project SEARCH to contact my referee for more information if required.

Applicant signature: _____ **Date** _____

I am willing to support and encourage the applicant to understand and follow the agreement, for the duration of Project SEARCH. I am willing to support the applicant to achieve their goal of paid employment, both during and following Project SEARCH and following their completion of the process.

My relationship to applicant: _____

Parent/ carer signature: _____ **Date** _____



Reference

Information for the Referee

This section is really important to ensure that interns who are recruited to Project SEARCH have the best chance of success on the programme.

- Please answer these questions honestly so that we can provide the right support and guidance for interns.
- The goal of the programme is to find paid work.
- Attendance and punctuality are important aspects of employability.
- References must not be written by a family member

Referee Name: _____

Relationship to Applicant: _____

Contact Telephone: _____

Contact Email: _____

Do you agree that Project SEARCH can share your reference with the applicant? _____

Please confirm that you have completed the Project SEARCH Reference Matrix (pgs. 8-10): _____

Q. 1: Please tell us about the applicant's communication, personal and social skills.

Q. 2: At Project SEARCH, we follow the BRI policy on staff absence. Please give details about the applicant's reliability and punctuality.

Q. 3: Does the applicant have a behaviour plan?



Q. 4: Please describe an example of when the applicant has followed instructions, and how consistently they can do this.

Q. 5: On Project SEARCH, applicants take part in work experience placements at Bradford Teaching Hospitals. What type of job role(s) do you think the applicant will be best suited to?

Q. 6: Please tell us about the applicant's commitment to learn and develop their skills.

Q. 7: The aim of a placement is for each intern to work independently in the work place after initial 1:1 support for the first few days. Please tell us about the applicant's ability to work independently in the job role they are interested in.

Q. 8: Does the applicant have any ongoing support needs?

Referee's signature: _____ Date _____

Project SEARCH Reference Matrix- To be completed by referee

Applicant name: _____

Completed by: _____

Date: _____

Please look at the criteria and put a tick in the box that best reflects where you think the applicant is currently. Please be as honest as possible as we need to ensure that we select interns who are most likely to benefit from Project SEARCH.

Criteria	1	2	3	4	5
Commitment to employment	Applicant is unsure of interest in employment	Applicant is unsure of interest in employment but parent/carer is supportive	Applicant demonstrates a commitment to work but has inappropriate aspirations with regard to the type of work	One member of the team – parent or applicant – may be non-committed to the goal of employment	Applicant and family are committed, have an appropriate idea of the type of work they can do and will be flexible and supportive
Reliability	10 + missed appointments that are not related to a long term underlying condition	10 + missed appointments that are not related to a long term underlying condition	5-10 missed appointments that are not related to a long term underlying condition	1-5 missed appointments that are not related to a long term underlying condition	Applicant is always reliable
Punctuality	Applicant is often (weekly) late for appointments	Applicant is sometimes (once a month) late for appointments	Applicant is occasionally (once a half-term) late for appointments	Applicant is rarely (once or twice a year) late for appointments	Applicant is never late for appointments
Appearance and professional presentation	Applicant does not possess any personal hygiene skills and clothes are not neat and clean	Applicant needs assistance in making sure clean clothes are worn daily, personal appearance may vary each day	Applicant wears neat and clean clothing and has appropriate grooming on most days Applicant sometimes makes inappropriate clothing choices for work based in a hospital or the weather	Applicant is always neat, clean, and well-groomed Applicant may make inappropriate clothing choices for work based in a hospital or the weather	Applicant possesses good personal hygiene skills and will always arrive to Project SEARCH and/or work neat and clean, according to any dress code and weather

Criteria	1	2	3	4	5
Appropriate social and behaviour skills	Applicant frequently displays inappropriate social and behaviour skills	Applicant periodically displays inappropriate social and behaviour skills	Applicant is appropriate in the presence of adult supervision but is not independent	Applicant displays appropriate social and behaviour skills in most situations	Applicant displays appropriate social and behaviour skills in all (or nearly all) situations
Interpersonal communication	Applicant has no grasp of interpersonal relationships	Applicant uses appropriate body language (e.g. smiles, waves) but does not engage in appropriate conversation	Applicant engages in some conversation when prompted Applicant struggles to recognise appropriate topics of conversation for the situation	Applicant engages in conversation independently but may need support to use appropriate tone of voice, body language etc	Applicant uses appropriate tone of voice, body language, and conversation topics
Problem solving and conflict resolution	Applicant has no independent problem-solving and conflict resolution skills	Applicant has difficulty in problem solving and conflict resolution skills	Applicant has demonstrated capacity to expand problem solving and conflict	Applicant possesses good problem solving skills	Applicant possesses good problem-solving skills and initiates problem solving independently
Employability skills	Applicant has not been exposed to any employability training	Applicant has participated in limited or informal employability training	Applicant has had 1 year or a consistent class devoted to employability skills	Applicant has had more than 1 year of employability skills training	Applicant demonstrates independent living skills and has 2 more years of employability training
Pace of work and quality	Applicant seldom gets work finished in allotted time period or by deadline	Applicant is methodical, which affects pace, productivity, and output	Applicant can achieve appropriate work pace but quality suffers or work quality is sufficient but quantity is affected	Pace and quality of work are mildly deficient but improving and work is neat	Applicant is able to achieve both quality and quantity of work, maintains neatness/organisation and completes work according to deadlines
Prior work experience	Applicant has no prior work experience	Applicant has had one or more in-school work experiences	Applicant has had a minimum of 50 hours of competitive work experience	Applicant has had a minimum of 250 hours of competitive work experience	Applicant has had a minimum of 500 hours of competitive work experience

Criteria	1	2	3	4	5
Academic skills	Applicant cannot read nor do any simple maths	Applicant has some basic numeracy skills, such as counting and can recognise familiar words and phrases	Applicant can read simple text and can perform simple maths calculations (with or without a calculator)	Applicant can read, can tell the time and count money/give change	Applicant displays good numeracy and literacy skills
IT skills	Applicant has no computer skills	Applicant has basic knowledge of keyboard and keyboard functions	Applicant can access internet and can use a search engine to search for information and entertainment	Applicant can use Microsoft Office programmes at a basic level	Applicant can use Microsoft office programmes and can save, edit and retrieve document with basic proficiency
For Office Use: Out of 70:	X1	X2	X3	X4	X5