



Summer Employment Experience 2023

Summer Employment Experience strives to seek summer employment for local students with a developmental disability who wish to gain summer work experience.

Necessary Qualifications

- Age **16 to 29 years** old currently enrolled in a Thunder Bay High School, College or University with a developmental disability and returning to school in the fall.
- Must have **own transportation** to and from work.
- **Must have SIN number.**
- Commit to work varying hours as the job requires. **Commit to work the entire summer** as required to work by the employer.

The application package is attached. The following forms must be completed by **March 15, 2023**

- Summer Employment Experience Application form
- Agreement with Employment Support Services
- Photo Release Form
- Authorization for disclosure of client information

If you have any questions regarding Summer Employment Experience or **require assistance filling out the application please contact Sharon Strachan, Manager of Supported Employment Services and Community Inclusion at (807)-630-6420 or you can e-mail at sharon.strachan@cltb.ca .**

Summer Employment Experience Application Form

Confidential Information

Applicants Name _____

Address
(Include postal code) _____

Student Telephone # _____

Date of Birth _____

School Presently Attending _____

Graduation Date _____

Teacher _____

Social Insurance # _____

Health Card # _____

Types of Income ODSP ___ Ontario Works ___ NA _____

Parent/ Guardian _____

Telephone # Home # _____ Work # _____

Email Address _____

Would you like to be contacted by staff via email Yes _____ No _____

Emergency Contact/Relationship _____

Telephone # _____

WORK PREFERENCES

List jobs applicant is interested in (in order of preference) IE- kitchen work, outdoor work, retail, etc.

*Please note: the jobs or areas you list will not be guaranteed.

1. _____

2. _____

3. _____

Is there a medical reason the applicant cannot work outdoors? Yes / No

Comments: _____

What areas are you more accessible for you? (Options) Fort William, Northwood, Port Arthur, Current River or anywhere in Thunder Bay

List any **interests, skills, or abilities** the applicant enjoys to better try to obtain a successful match.

I.E. Jobs in the past, volunteering, Co-op etc.

PREVIOUS WORK/CO-OP OR VOLUNTEER EXPERIENCE

Employer: _____ Title: _____

Employment Start Date _____ Employment End Date _____

Duties: _____

Employer: _____ Title: _____

Employment Start Date _____ Employment End Date _____

Duties: _____

Employer: _____ Title: _____

Employment Start Date _____ Employment End Date _____

Duties: _____

Additional Comments regarding past experiences:

MEDICAL INFORMATION

Diagnosis (Must be completed):

Check yes or no box regarding effects of disability:

Does the disability effect	Yes	No	Comments
Ability to learn new tasks. Best Learning Method			
Behavior/Emotional Conduct			
Reading/Writing			
Getting along with others?			
Following instructions			

Please be sure to disclose any information, behavioral or medical, concerning the applicant so that we can better support them in the community. I.e. Aggression, inappropriate social behaviors, social anxieties, etc.

The more information we gather, the better the matching process.

Allergies: _____

Seizures (type): _____ Frequency: _____

Normal Length of Time: _____

Procedures (treatment): _____

Able to use Washroom Facilities Independently YES ___ NO ___

The staff will not be administering any medication to students.

Photo/Video Release

I, _____
Name Applicant and or Guardian

Of, _____
Address

Herby agrees that Community Living Thunder Bay or any other persons acting on its behalf,

May use for educational or publicity purposes, any picture or video of myself or son or daughter.

Name

Signature of Participant

Signature of Guardian (if under 18yrs)

Date

Agreement with Community Living Thunder Bay

Re: Summer Employment Experience

Terms and Conditions of receiving possible placement in Summer Employment Experience:

1. Students must have reached legal working age of 16 years prior to June 26, 2023 and be under the age of 29 years.
1. Students must be currently enrolled in school and be returning in the fall.
2. Students must arrange **own transportation to and from work.**
3. Students must be willing to **accept direction from the employer and the job coaches.**
4. Participants and parents must be willing to **accept job match decisions and hours** made by the Summer Employment Experience Coordinator.
5. Participants and Parents understand that any medication to be taken by the participant during Summer Employment Experience is the sole responsibility of the participant.

Failure to meet these requirements may result in expulsion from Summer Employment Experience Service.

I HAVE READ THE ABOVE AND AGREE TO FOLLOW THE REQUIREMENTS.

Student

Date

Information Release Form

I, _____ of, _____
Name of student or Guardian Address

Hereby agree that Community Living Thunder Bay and any persons acting on its behalf, may release information regarding my participation in Community Living Thunder Bay's Summer Employment Experience program. This information would include the location of my job placement, the hours, and days I am scheduled to work, my job duties, and the skills I am developing. My participation in the program will be outlined in a report that is being written for my benefit. This report will be given to my family members/guardians/school for their use.

Signature of Participant

Signature of Guardian (if under 18 years of age)

Date