



Application Pack for

DFN Project SEARCH

2025 -2026

*DFN Project SEARCH is a one year supported work training programme based at St George’s Hospital – for young people with learning disabilities and/or autism aged 17 – 24, with an EHCP. Trainees learn employability skills alongside work placements across the hospital. They spend the majority of their day actually working in a department alongside a Trust mentor and are supported by DFN Project SEARCH staff. Trainees have their own Individual Employment Plan devised in conjunction with parents/carers, who are asked to encourage their young person to be as independent as possible and to keep an open mind about employment opportunities.*

***The Project at St George’s is a partnership between St George’s University Hospitals NHS Foundation Trust and Cricket Green School.***

**Please note: In the event of the Project being oversubscribed, priority may be given to those living or in education in Merton or Wandsworth.**

APPLICATION PROCESS & GUIDELINES

The purpose of this application pack is to outline the skills set required of the DFN Project SEARCH candidate. We need properly to assess each candidate’s skills, abilities and experience. We may need to contact you to gather additional information. Please get your tutor/teacher to complete the enclosed Student Profile reference and return it with your application form.

The aim of the Project at St George’s is to prepare the trainees for future employment – either within or outside the hospital. Trainees will each have their own individual employment plan based on their experience, abilities and interests. The Project aims to increase the trainees’ readiness for work and their employability skills so that they can compete effectively on the job market. Whilst our aim is to achieve paid employment for our trainees, we cannot guarantee that work will be found at the end of the year. After the end of the programme, support can be provided in line with the Individual Employment Plan. Trainees may be referred to an organisation to enable them to continue to search for work.

If shortlisted, you will be invited along for an assessment and interview day. On this occasion you will be asked to undertake some relevant tasks to assess your skills, and have a short interview based on your application. These interviews will take place on January 2025

Please let us know if you have any special requirements and we will do our best to accommodate.

An offer of a place on the DFN Project SEARCH programme will be dependent upon

1. Funding from your Local authority
2. Successful DBS (Disclosure and Barring Service) clearance. This is a criminal record check
3. Clearance by the Hospital’s Occupational Health service

After your interview, if you receive an offer, you will be required to attend an information session.

**DFN Project SEARCH eligibility criteria:**

***Essential requirements***

* Trainees must have the desire to find paid work.
* Trainees must be aged between 18 and 24.
* Trainees must have an EHCP for Funding purposes.
* Trainees need to have the correct DBS evidence- including a passport/driving license.
* Trainees will need to be cleared as “fit for work” by the St George’s Hospital Occupational Health Service.
* Trainees must be:
* available from September 2025 to July 2026 during academic term times
* be able to attend everyday Monday to Friday,
* be present from 9am to 3.30pm.
* Trainees must attend on time each day.
* Trainees must be able to travel independently to the Hospital or be in the process of travel training when starting the course.
* Trainees must be willing to undertake all the off-site visits to conferences, places of business, work trials and to pay for these journeys, as well as their travel to and from the hospital. We recommend applying for a Freedom Pass to reduce the cost of the journeys required whilst on the Project.
* Trainees must make their way independently around the Hospital to their placements.
* Trainees must have the support of parents/carers – to attend meetings, to encourage independence at home, and to support job development/awareness of how to find jobs at home.
* Parents / carers must commit to supporting the trainee to participate fully in all paid employment secured.
* Trainees must be open to exploring suitable job opportunities both within and outside St George’s Hospital, as regrettably we cannot guarantee there will be employment opportunities at the Hospital.
* Depending on the placement, trainees may also have to buy certain items of clothing e.g. smart black trousers. Trainees need to comply with the Hospital’s dress code and that of DFN Project SEARCH.

***Skills to be demonstrated.***

* Trainees should have undertaken some previous work experience.
* Trainees need to have the stamina to complete a 6-hour day which would include 4 – 5 hours working in hospital departments, plus time in educational classes and individual job development sessions
* Trainees must be able to work in a minimum of 3 different placements over the year, attend training sessions, visit to businesses, and participate fully in all Project activities.
* Trainees must be flexible – willing to try new placements and take up opportunities offered during the programme, vary their lunchtimes etc. – and to understand the need for flexibility when searching for a job – willing to undertake shift work etc. They must also understand that plans can change last minute in a hospital.
* Trainees must commit to learning in different ways, to progress in employability skills.
* Trainees must have independent personal hygiene and grooming skills.
* Trainees must have independent daily living skills, including self-administration of any medication
* Trainees must be able to communicate effectively – to be understood requiring minimal mediation.

**APPLICATION FOR ADMISSION TO DFN PROJECT SEARCH**

Please complete and returnto Matthew Kaye **and** email to [–Matthew.kaye@cricketgreen.merton.sch.uk](mailto:–Matthew.kaye@cricketgreen.merton.sch.uk)

**APPLICANT PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title:Mr/Miss/Ms |  |
| First Name |  |
| Last Name |  |
| Preferred Name |  |
| Pronouns |  |
| Local Authority |  |
| Date of Birth |  |
| Address |  |
| Postcode |  |
| Home Phone |  |
| Mobile Phone |  |
| Email |  |
| National Insurance Number |  |
| Do you have an Active EHCP? |  |

**PARENT/CARER**

|  |  |
| --- | --- |
| Title:Mr/Miss/Ms |  |
| First Name |  |
| Last Name |  |
| Address |  |
| Postcode |  |
| Home Phone |  |
| Mobile Phone |  |
| Email |  |

**PARENT/CARER**

|  |  |
| --- | --- |
| Title:Mr/Miss/Ms |  |
| First Name |  |
| Last Name |  |
| Address |  |
| Postcode |  |
| Home Phone |  |
| Mobile Phone |  |
| Email |  |

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| Education Provider |  | |
| Education Provider Address |  | |
| Dates Attended | From: | To: |
| Teacher Contact – Email/Phone |  | |
| Certificates/Achievements  (Please be specific) |  | |

|  |  |  |
| --- | --- | --- |
| Education Provider |  | |
| Education Provider Address |  | |
| Dates Attended | From: | To: |
| Teacher Contact – Email/Phone |  | |
| Certificates/Achievements  (Please be specific) |  | |

|  |  |  |
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|  |  |  |
| --- | --- | --- |
| Education Provider |  | |
| Education Provider Address |  | |
| Dates Attended | From: | To: |
| Teacher Contact – Email/Phone |  | |
| Certificates/Achievements  (Please be specific) |  | |

**WORK EXPERIENCE**

**Applicants to answer all questions where possible (scribing answers is acceptable)**

|  |  |  |
| --- | --- | --- |
| Company |  | |
| Dates: | From: | To: |
| Hours Worked |  | |
| Responsibilities  (Please be specific) |  | |
| What did you learn on this placement? |  | |

|  |  |  |
| --- | --- | --- |
| Company |  | |
| Dates: | From: | To: |
| Hours Worked |  | |
| Responsibilities  (Please be specific) |  | |
| What did you learn on this placement? |  | |

|  |  |  |
| --- | --- | --- |
| Company |  | |
| Dates: | From: | To: |
| Hours Worked |  | |
| Responsibilities  (Please be specific) |  | |
| What did you learn on this placement? |  | |

**TRAVELLING**

|  |  |
| --- | --- |
| Can you travel independently? | Yes/No |
| Do you have a freedom pass? | Yes/No |
| Would you be willing to apply for one before you start? | Yes/No |
| If you are an independent traveler, where can you travel independently? | Yes/No |
| If not, are you willing to start travel training before the course begins? | Yes/No |

**AVAILABILTY**

|  |  |
| --- | --- |
| Is there anything that might prevent you from attending the Project on time each day i.e., young carer (Monday-Friday 09:00-15:30) If yes, please describe |  |
| Do you have any holidays booked for September 2025 – July 2026 |  |

**DBS DOCUMENTATION**

|  |  |
| --- | --- |
| Do you have documents for DBS?  Photo ID – Passport –  Provisional License |  |
| Please list the addresses that you have lived at for the last 5 years |  |

**WORK ASPIRATIONS AND INTERESTS**

|  |  |
| --- | --- |
| Why do you want to come to DFN Project Search? |  |
| What are you good at? |  |
| What should people know about you/how people can support you? |  |
| What do my friends say about me? |  |
| What are you hopes for the future? |  |
| I would like a job because? |  |

**EMPLOYABILITY SKILLS**

|  |  |
| --- | --- |
| Tell us about your experience with computers and social media and other technology? |  |
| Please give an example of when something changed, and you had to adapt? |  |
| Tell us about a new skill and how did you learn it? |  |
| What skills are you independent in? |  |
| What do you do to help at home? |  |
| Can you give an example of how you have used initiative? |  |
| Please give an example of how you have worked as a team? |  |
| Can you tell us about when something went wrong and what did you do to cope? |  |

**PARENT/CARER RESPONSE (**Parent/carer to complete)

|  |  |
| --- | --- |
| Why do you want your young person to come to DFN Project SEARCH? |  |
| If successful, what would you do to enable your young person to get maximum benefit from the programme? |  |

**REFERENCE**

Please list a referee, who is not related to you, to whom we can apply for a reference.

If you are currently in education, this must be your tutor/teacher

|  |  |
| --- | --- |
| Name |  |
| Postal Address |  |
| Phone Number |  |
| Email Address |  |
| Job Title |  |
| What relationship do you have with this person? Eg. Employer, teacher |  |

**This application has been completed by:**

Name … ………………………… Date ……………………………………

Signature… ……………………… Phone number ……………………….

Email address if appropriate……… …………………………………………..