



Hearts @ Work

A project by
Catholic Welfare Services Singapore
 Registrar of Societies No. 87/59
 1259 Upper Serangoon Road, Singapore 534795
 c/o Church of the Nativity of the B.V.M.

Tel: 6284 8010
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Work-Focus Programme Application Form

Trainee Personal Information								
Full Name:				NRIC NO:				
Address:						Unit #		
				Postal code:				
Home Phone:			Hand Phone:			Email Address:		
Birth Date:		Nationality;		Race:		Religion		
Language:	Spoken			Written				
Bank Account No.			Nature of disability:					
Medical/Developmental History								
Parents Information:								
Father's Name			NRIC NO:	Mother's Name			NRIC NO:	
Father's Contact	Office telephone		Handphone	Mother's Contact	Office telephone	Handphone		
Email Address:				E-mail Address:				
Nationality		Race	Nationality	Nationality		Race		
Religion				Religion				
Language:	Spoken	Written		Language	Spoken	Written		
Family History: <i>(Please fill in names of family members staying together)</i>								
NAME		RELATIONSHIP		AGE	OCCUPATION			
Emergency Contact Information								
Full Name:							Unit No:	
Address:						Postal Code:		
Contact No.	Telephone (Home)			Handphone:			Relationship:	

GENERAL INFORMATION

Trainee Interest:	What are the things your child likes to do?
	What are the things that he / she dislike doing?
Skills and Abilities:	What did he / she learn from his / her previous school?
	As a parent, what do you see as your child's skills and abilities?
Communications	How does your child communicate? In what language/dialect?
	What happens when he/she cannot communicate what he/she wants?
	Does your child understand spoken language?
Social Interaction skills	How does your child interact with others?

	Does he/she show appropriate/inappropriate social behaviours?
	How does your child handle frustration?
Community Mobility	Is your child able to travel independently? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If No, how would your child travel to and from the centre:
	pick up by parents/maid <input type="checkbox"/>
	Private arranged transportation <input type="checkbox"/>

I, _____ do hereby declared that the above information is true to the best of
(name of parents/guardian)
my knowledge at this point in time.

Signature of Parents/Guardian

Date

Hearts@Work is a project by Catholic Welfare Services; provides vocational training and supported employment to adults with intellectual disabilities, to maximize their potential so that they can lead productive and independent lives. A means test will be conducted and priority will be given to the needy.

Admission Criteria to [Hearts@Work](#)

1. The person has been assessed to have an IQ level of 50-70, with concurrent significant limitations in adaptive behavior as expressed in conceptual, social and practical adaptive skills (school report and report from psychologist must be submitted)
2. The person should be medically fit.
3. The psychological assessment should not exceed two years prior to the date of referral.
4. The adult is at least 18 years and above during the year of admission into Hearts@Work.
5. At the time of admission to Hearts@Work, the adult should possess a basic level of self-help skills (for example, independent: toileting, grooming, dressing, eating and making simple purchases).
6. At the time of admission, the person should be physically mobile and preferably travel using public transportation independently.
7. Medical assessment should not exceed one year prior to the date of referral.
8. The person should not have another significant disability, which may affect their ability to perform during the training at Hearts@Work
9. At the time of admission to Hearts@Work, the person should be physically mobile and completely independent in toileting. The person must not have a history of severe psychiatric disorders.
10. The adult must not have major disruptive behavior, such as suicidal threats, physical/verbal aggressiveness towards others, stealing, and self-injury
11. The person should be a Singaporean or Permanent Resident of Singapore.
12. A means test will be conducted prior to admission.
13. Catholic Welfare Services reserves the right to amend the admission criteria.

Required documents for application to [Hearts@Work](#)

1. Work – Focus Programme Application Form
2. Psychological Report
3. School Report
4. Medical Report

Admission Screening

Applicants who are eligible for admission to [Hearts@Work](#) will be required to attend a screening interview together with their parents/guardians/caregivers. Successful applicants after the screening interview will undergo a 3-month trial and work assessment period, before they are confirmed with full admission at [Hearts@Work](#).

Required documents for admission screening

1. Original and a copy of the birth certificate
2. Original and a copy of the school results
3. Legal guardianship document (if applicable)
4. Other information that will help us to understand the applicant's needs