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MENTOR APPLICATION FORM

OFFICE USE ONLY:

Date Application Received: _____ Date Oriented: _____

Matched with: _____ Date: _____ Finished on: _____

Matched with: _____ Date: _____ Finished on: _____

Matched with: _____ Date: _____ Finished on: _____

Police Check on File: Yes _____ No _____

PART I: PERSONAL INFORMATION

Last Name: _____ First Name: _____

Email: _____

Telephone Number(s): _____

Date of Birth (DD/MM/YYYY) – FOR MATCHING PURPOSES ONLY: _____

PART II: PROFESSIONAL INFORMATION

Employer: _____

Employer Address: _____

Has your employer agreed to your participation in the program? _____

Position: _____

Years of Related Experience: _____

Areas of expertise: _____

PART III: ADDITIONAL INFORMATION

- What motivated you to become a volunteer mentor?

- What do you hope to gain from this experience?

PART IV: TIME YOU ARE AVAILABLE DURING THE WEEK.

Do you have 1-2 hours per week for 4-6 months to meet with your mentor (totaling 24 hours)?

Yes

No



Mentor's agreement with the Newcomers Mentorship Program:

As a mentor of the Newcomers Mentorship Program, I understand that the mentor/mentee relationship should be based on respect and shared participation in activities. Participation by both mentor and mentee is voluntary and either have the right to terminate the relationship at any time.

Role of the Mentor:

- Provide Mentees with an understanding of the Canadian workplace and culture
- Assist Mentees in identifying the professional and technical skills required to meet market demands and personal career goals
- Assist the Mentee with improving their self-marketing techniques and confidence.
- Assist the Mentee to network within the business community and encourage them to join business oriented organizations
- Assist the Mentee to develop industry and business related contacts and knowledge

Mentors are **not** expected to:

- Hire or find a job for the Mentee
- Provide course tutoring services to the Mentee

As a volunteer with the Newcomers Mentorship Program, I understand the following responsibilities:

1. I will maintain a commitment to the program for a minimum of 24 hours (1-2 hours per week for 4-6 months).
2. I will attend an orientation session prior to being matched with a newcomer.
3. I will maintain weekly contact with the newcomer with whom I am matched or ensure that another member of my organization is in communication if I am not.
4. I will communicate with the program coordinator at least once a month to keep them updated regarding the match as well as meet with them upon completion of the program.
5. I will not use this relationship to promote any religious or political beliefs that I may hold, nor will I use this relationship for any personal financial gain.
6. I will, at all times, respect the right to privacy of the individual or family with whom I am matched. I will treat any information shared with me by the newcomer with confidence and not disclose such information without authority.
7. I understand that the program is not liable for any injury or mishap which may befall me in the course of carrying out my responsibilities for this program.
8. I understand the Newcomers Mentorship Program cannot offer me financial assistance or reimbursement for activities I may carry out during the program, with the exception of a criminal reference check.

Signature

Date

