

## Career Mentor Description

This application is to be completed by all applicants who desire to be a Mentor. This is not an application for employment. Mentors play an integral role in the quality of program 'The Firm' provides. For that reason 'The Firm' has developed a selection process designed to identify qualified individuals. The selection process will give you an opportunity to share with us your qualifications and motivation for serving as a Mentor. Mentors are expected to fill many roles; therefore, it takes exceptional people to fill these positions. As mentors we have the opportunity to help promote the success of the students both within the college/university and high school environments. The success of the program and success of the student is reflected largely on the mentors dedication and willingness to work with the student. We ask that all mentors adhere to the requirements of The Mentoring Firm, Inc. rules and guidelines contained and outlined within the Mentor Handbook.

## MISSION STATEMENT

The Mentoring Firm, Inc. is a coalition of professionals committed to the mentorship and prosperity of the next generation of professionals. The network is a dedicated group of individuals from various races, backgrounds and careers whose main focus is to prove to young adults that any career is possible. It is our mission to expose young adults to the careers that they aspire to through mentorship, shadowing and volunteer opportunities. The biggest obstacle to a dream is failure to create a realistic path to it. It is our goal to cultivate the Dreams of aspiring young professionals that they may become the future of America.

## MENTOR ROLE

- A Helper
  - A resource: provide a framework of experience and knowledge of the industry and career related lessons
  - Someone who cares: give time, energy and support
- A Colleague
  - A celebrant: share the achievement of the successful completion of training and build professional self-esteem
  - A confidante; establish and maintain the mutual trust, confidentiality and regard necessary professional growth

- A Leader
  - A motivator: challenge, encourage and promote the discovery of undeveloped potential
  - A leader: who is self-directed, flexible and promotes teamwork
  - A role model: constant demonstrator of integrity and high professional behavior

## **MENTOR REQUIREMENTS & TASKS**

- Have supervisory experience
- Adhere to all procedures and responsibilities outlined in the Mentoring Handbook
- Complete application and screening process
- Be willing to communicate regularly with program staff
- Submit activity information
- Assist student with accessing needed resources and services
- Arrange other experiences if possible:
  - Visits and observations
  - Attendance at appropriate sessions/meetings and/or conferences
- Work with Mentee to develop interpersonal and communication skills

## **BENEFITS**

- An opportunity to Pay it Forward in the community
- An opportunity to help develop a new generation of future leaders
- Create a lasting bond between Mentor and Mentee
- Any personal expenses incurred by your mentorship would be tax deductible in the U.S. where allowed by law

## MENTOR APPLICATION

Confidential Application for Mentors  
(Please *print* or *type* all information)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Gender \_\_\_\_\_ Birthday \_\_\_\_\_

## EMPLOYMENT

Employer Name \_\_\_\_\_

Employment Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Position \_\_\_\_\_

Schedule

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Are mentees able to shadow you in the work place?

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## EMERGENCY CONTACT

Name

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Address

Phone

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City

State

Zip Code

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## Education (most recent)

Name

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Address

Year

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Phone

Fax

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City

State

Zip Code

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Program

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### REFERENCES

Name	Relationship	Phone
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Name	Relationship	Phone
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Name	Relationship	Phone
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### PHOTO RELEASE

- I authorize The Mentoring Firm, Inc. to use my photograph(s) from mentoring activities in publications and publicity materials produced and distributed in support of The Mentoring Firm, Inc.
  
- I do **NOT** authorize The Mentoring Firm, Inc. to use my photograph(s) from mentoring activities in publications and publicity materials produced and distributed in support of The Mentoring Firm, Inc.

### RELEASE OF INFORMATION

I acknowledge that the information in this application is factual and a realistic assessment of my abilities. I recognize that being a Mentor with The Mentoring Firm, Inc. carries with it both privileges and responsibilities and I hereby give permission to TMF to obtain information regarding my academic and disciplinary records. This information will be used for the sole purpose of determining my personal attributes and suitability for this position.

# THE MENTORING FIRM, INC.

2016

A COALITION OF DREAMERS

- I have read the requirements of a mentor and fully understand and agree to commit to those responsibilities to the fullest.

Signature of Mentor

Date

**The Mentoring Firm, Inc. recognizes that not everyone can give their time. Please consider a financial donation to this program.**

1. CHECK/CASH: Direct donation of \$\_\_\_\_\_ attached, payable to The Mentoring Firm, Inc.

2. CREDIT CARD: Amex                  MasterCard                  Visa                  Discover

CC# \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

## We appreciate your support of The Firm

*Donations are tax deductible in the US within limits of the law set forth by the IRS.*

Please complete application and return via email to: [info@mentoringfirm.com](mailto:info@mentoringfirm.com) or by fax: 866-429-9690

For more information: [www.mentoringfirm.org](http://www.mentoringfirm.org)