**Staples Education Foundation**



**Tertiary Scholarship Programme**

**Mentor Application Form**

**PURPOSE**

The Staples Education Foundation (SEF) seeks to facilitate the following outcomes:

* To achieve a tertiary qualification
* To get a job
* To give back to Dilworth

This is achieved by supporting Scholarship Students (Students) in a number of ways including:

* Financial assistance for university costs
* Work experience
* A tertiary buddy
* A mentor
* Ongoing support and development
* Mentee Assistance Programme (Mental Health Initiative)

**INFORMATION FOR MENTORS**

Mentoring is an important role in this programme and we would expect, when the Students reflect back on their mentoring journeys, they will acknowledge it to be the most valuable pillar of this programme. As a SEF Mentor (Mentor) you will have the opportunity to see your Student grow as he moves through his studies. You will be a part of his development as he becomes a successful young professional stepping out into the workforce and taking his place in society.

Mentors applying to SEF will be working with Dilworth School Graduate Students heading into tertiary study, preferably at degree level. These students have experienced a unique form of support during their secondary education at Dilworth and SEF wish to continue this support by assisting the students as they transition from secondary into tertiary study and then into a successful role at the completion of their studies.

Training and ongoing support will be given to Mentors for the duration of the scholarship (3 years). Through the programme you will offer wrap around support and mentoring to a Student, become part of a greater network of Students and Mentors and be invited to networking events.

SEF also offers Group Peer Supervision sessions to the Mentors as well as 1:1 support when necessary. Supervision and support are offered by a Registered Psychologist.

Mentoring a young person can be one of the most worthwhile experiences you will ever have.

**GUIDELINES FOR A SEF MENTOR**

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| --- | --- |
| * Ideally a Dilworth Old Boy
* Ideally a similar career or study path
* Is in the work force and/or has good networks
* Good communication skills
* Good listener
* Supportive
 | * Ability to relate well with others
* Aspirational
* Inspirational
* Motivational
* Resourceful
 |

If you are interested in becoming a mentor for our programme would you please complete the attached Application document and the Ministry of Justice “Request for Criminal Conviction History – Third Party” document and return by mail/email to Karen Bennett our General Manager. Once she has received both these documents, she will contact you for a chat.

We look forward to receiving your application.

**Trustees and General Manager**

**Staples Education Foundation**

**APPLICATION PROCEDURE**

Applications are to be completed by the applicant on the following form and submitted via email or post to the General Manager, Staples Education Foundation.

Please also include your signed Code of Conduct, completed Ministry of Justice form which will include a copy of your current Driver’s License or Passport, and most recent CV.

Thank you

Email: kbennett@sefscholar.org.nz

By Post: Karen Bennett

General Manager

Staples Education Foundation

PO Box 99-887

Newmarket

Auckland

**TERMS AND CONDITIONS**

PURSUANT TO THE PRIVACY ACT 1993 THE FOLLOWING IS BROUGHT TO YOUR ATTENTION:

This Mentor Application for SEF collects personal information about you. This information is collected to evaluate your application to become a Mentor with the SEF. The objective is to match a Mentor and Student for the most successful outcome for both parties.

All information collected will be held in strict confidence by the SEF General Manager (GM).

You do have the rights of access to, and correction of, this information subject to the provision of the Privacy Act 1993.

**RESPONSIBILITIES OF THE MENTOR:**

The following guidelines include but are not limited to the Trustees’ expectations of Mentors of the SEF:

1. Have fun and love what you do
2. A commitment for the duration of the scholarship
3. Attend the SEF Mentor Training workshop and ongoing Mentor development sessions plus workshops for the Scholarship Student (Student)
4. Regular communication as per the signed communication agreement between the Mentor and the Student
5. Be aware of a Student’s obligations and responsibilities as outlined in his Letter of Agreement and assist with compliance of these requirements.
6. Supply regular reports as requested to the GM regarding the mentoring relationship with your Student
7. Advise the GM of any concerns and assist to resolve as required
8. Participate in activities and networking events as appropriate.
9. Participate in an annual review of the scholarship with all appropriate parties.
10. Participate in regular feedback and reviews of the overall programme.
11. Participate in confidential Group Peer Supervision sessions.
12. Participate in 1:1 support sessions with the SEF Psychologist when necessary
13. Share good news stories and successes with the SEF family
14. Respect the Student’s confidentiality and ask for permission to share information unless there is a safety risk involved
15. Assist the Corporate Account Manager by supplying introductions for suitable for our programme

**SEF OBLIGATIONS TO THE MENTOR INCLUDE:**

1. Keep the Mentors informed of any changes to the programmes and issues relating to their Student
2. Support the Mentors by providing ongoing support and development
3. Support the Mentor by providing the support of the SEF Psychologist in Group or 1:1 sessions.
4. Invite them to attend networking events with their Students



**Staples Education Foundation**

**Mentor Application Form**

**Please complete and return form by email or mail. Response fields will extend as required.**

**PERSONAL DETAILS**

Full name \*

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First Name(s Last Name

Home Address \*

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City Postal Code

Birth Date \* Phone\* Mobile Email \*

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Ethnicity Drivers Licence Number

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Postal Address (if different from above)

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|  |  |  |

City Postal Code

**EDUCATION DETAILS**

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| Secondary School attended |  |  |

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| --- | --- | --- |
| Years attended Dilworth (if applicable) |  |  |

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| --- | --- | --- |
| University/s attended |  |  |

|  |  |  |
| --- | --- | --- |
| Years at university |  |  |

|  |  |  |
| --- | --- | --- |
| Qualification undertaken (e.g. Degree) |  |  |

|  |  |  |
| --- | --- | --- |
| Year of Graduation (Degree) |  |  |

|  |  |  |
| --- | --- | --- |
| Highest Qualification Attained |  |  |

 Are you currently still studying? Yes No

**APPLICANT INFORMATION**

1. **Employment** – Please list your last 3 employers, your role and length of tenure at each, most recent first

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1. **Professional Membership**

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1. **Industry Experience –** what industry sectors have you worked in?

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1. **Leisure Interests**

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|  |

1. **Previous Involvement with Secondary/Tertiary Age Students**

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1. **In your own words describe two qualities you possess which are special, and how they will assist you in your mentoring relationship**

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1. **Have you participated in any other formal mentoring programmes or been mentored yourself? Please supply details**

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1. **Have you performed any community service?**

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1. **Please give names and contact details for 2 referees to be contacted for verbal referrals in regards to this application – 1 industry and 1 character**

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All information given in support of this application is true and correct, and I confirm that I have read the terms and conditions of becoming a Mentor for the Staples Education Foundation programme.

In making this application I consent to all information supplied by me to SEF to be disclosed to the Trustees and to the employees of the Trust and to the intended Scholarship Student for matching purposes.

|  |  |  |
| --- | --- | --- |
|  |  | I agree and have read the Terms and Conditions  |

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Signature Date

**Staples Education Foundation**

**MENTOR CODE OF CONDUCT**

A Mentor for the SEF will, among other things:

* Assist the Student to achieve the 3 scholarship outcomes of achieving a tertiary qualification, getting a job and giving back to Dilworth
* Assist the Student to achieve personal growth through sharing and discovery
* Have regular communication with the Student, including face to face meetings
* Inspire, motivate, inform and empower him to step boldly into the future
* Be a travelling companion for the Student through his educational journey

**PURPOSE**

To ensure that the highest standards possible are maintained in the Mentor/Student relationship. This Code of Conduct is aimed at making sure Mentors are clear about expectations, their boundaries and responsibilities in our programme. Some of the important points include the following.

* **PROTECTION OF SCHOLARSHIP STUDENT RIGHTS**

Mentors must act in the best interests of their Student at all times. All Mentors acknowledge that the welfare and interests of the Student is the main priority with safety being paramount.

* **RESPECT**

The Mentor will acknowledge and respect the culture, diversity and individuality of the Student and will treat him with respect and consideration. There is to be no discrimination on the basis of age, sex, ethnic or socioeconomic background, creed, disability or sexual orientation.

* **VALUES**

The Mentor will respect and uphold the values of SEF and maintain the values of Dilworth School in all interactions with the Student and the SEF programme.

* **PROTECTION OF SCHOLARSHIP STUDENT PRIVACY AND CONFIDENTIALITY**

The Mentor will respect the Student’s privacy both physical and emotional, and ensure the confidentiality of the Student’s information at all times. Personal information shared between the Student and Mentor is confidential; disclosure of information may be given with the Student’s permission or where the Mentor feels the Student is in danger or there is a threat of harm to themselves or endangering another person. This disclosure will be given in the first instance to the GM or Psychologist of the SEF and/or relevant community organisations if after hours (e.g. police, or Children & Young Persons Services etc.).

The Mentor will be required to contact the appropriate authorities, including the Police, if the Mentor is made aware of any criminal activity performed by the Mentee.

* **CRISIS SITUATIONS**

Other than medical emergencies, the GM of the SEF should be the Mentor’s first point of contact in a crisis situation. Appropriate contact numbers for the Student’s family and emergency contacts will be listed in the Student profile sheet along with any specific health information.

* **DIFFICULT SITUATIONS**

The Mentor must not put the Student in any situation where they might be in danger of verbal and/or physical abuse or general harm.

* **CONDUCT AND COMPETENCE**

The Mentor will be a positive role model for the Student by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, tact and maturity.

The Mentor will conduct themselves in a professional manner at all times.

The Mentor will use a strengths-based approach of positive reinforcement and encouragement to guide the Student (rather than competition, comparison or criticism)

The Mentor will be responsible for ensuring they respond to the learning needs of the Student.

* **EXCHANGE OF MONEY OR GIFTS**

Mentors as a general rule, must not loan or give money or other items beyond small gifts to the Student, (and must use their discretion when giving gifts to the Student). It is not the Mentor’s responsibility to provide financial support for the Student. If there is a concern the Mentor should discuss it with the GM of the SEF.

* **TRANSPORTATION AND VEHICLES**

Mentors transporting Students must do so in a warranted and registered vehicle, and should adhere to safe practice and abide by all legal requirements; including ensuring they have a full valid driver’s license and that seatbelts are worn at all times.

* **ALCOHOL AND TOBACCO**

Mentors can, if the Students are over the age of 18, consume alcohol in the presence of the Student within reason. Excessive consumption is not permitted. Smoking of tobacco, due to health concerns, is not to be encouraged.

* **MENTOR SUPPORT**

Mentors agree to complete the reporting requirements, attend professional development workshops as required, participate in Group Peer Supervision sessions, participate in Mentor networking events and Mentor/Student activities (as convenient and appropriate), and communicate regularly with the GM of the SEF, who is there to support all Mentors and manage the Mentor programme. If a Mentor has any concerns or needs to speak about ethical or conduct issues they should speak promptly to the GM or Psychologist of the SEF.

***I understand that Compliance with this Code of Conduct is a condition of continued volunteer placement as a Mentor for the SEF. I have read the Code and fully agree to comply with the conditions. I understand that a violation of these standards will be grounds for termination.***

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Signature Date

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Name