MENTOR APPLICATION FORM

ICAS FOUNDATION

MENTORING APPLICATION FORM GUIDANCE

Please complete the application form by typing directly into it on a computer or use black ink and block capitals.
Please answer all the questions and all information supplied throughout the form will be treated in the strictest confidence.

The ICAS Foundation mentoring scheme seeks to match young people with aspirations for a career in accountancy or finance so brief information about your employer and your work role form part of the matching process.

If you have any mentoring or coaching experience please give us a brief overview.

Please tell us of any volunteering you are currently taking part in or have participated in previously. Again, this may help us in the matching process as will telling us about your interests and hobbies.

Please include the names and addresses of two referees. These referees will be contacted prior to any matching with a prospective mentee.

The Protection of Vulnerable Groups Scheme provides an organisation with a means of satisfying itself that those doing paid or unpaid regulated work for it are not barred from doing so. In this case, mentoring can be defined as regulated work.

If you have any questions please contact the Head of the ICAS Foundation on +44 (0)131 347 0313.
Please return completed applications to enquiries@icasfoundation.org.uk

ICAS Foundation
CA House
21 Haymarket Yards
Edinburgh
EH12 5BH

PERSONAL DETAILS

FIRST NAME:

SURNAME:

JOB TITLE & COMPANY

HOME ADDRESS:

TELEPHONE NO:

MOBILE
(IF USED FOR WORK
PURPOSES):

EMAIL ADDRESS:

DO YOU HAVE A DISABILITY: YES ☐ NO ☐

IF YES, PLEASE SPECIFY:

IF YOU REQUIRE ANY SPECIAL ASSISTANCE OR FACILITIES EG INTERPRETER, WHEELCHAIR ACCESS, PLEASE SPECIFY:

MENTORING INFORMATION

PLEASE BRIEFLY DESCRIBE THE MAIN FUNCTIONS OF YOUR CURRENT POST:

PLEASE DESCRIBE ANY KNOWLEDGE OR EXPERIENCE YOU HAVE OF MENTORING, COUNSELLING OR COACHING.
This might be from your professional or personal life. Although it is not essential to have prior mentoring experience, this information will assist in our matching

WHAT EXPERIENCE DO YOU HAVE OF VOLUNTEERING?:

WHAT IS YOUR MOTIVATION FOR APPLYING TO BE A MENTOR IN A VOLUNTARY CAPACITY? WHAT DO YOU HOPE TO ACHIEVE FROM IT?:

PLEASE RANK THE ISSUES ON WHICH YOU FEEL YOU CAN OFFER THE MOST HELP AND ADVICE:

- Career choice and direction ☐
- Applications, entry requirements, interviews ☐
- Qualities needed to succeed in chosen career ☐
- Continuing training and development ☐
- Building professional relationships ☐
- Time management and prioritising deadlines ☐
- Communication skills ☐
- Presentation skills ☐
- Assertiveness ☐
- Group working and team skills ☐
- Networking ☐
- Other (please specify): ☐

WHAT ARE YOUR MAIN INTERESTS/HOBBIES OUTSIDE WORK?

PLEASE PROVIDE THE NAME, ADDRESS AND EMAIL CONTACT DETAILS OF TWO REFEREES:

ARE YOU WILLING TO MENTOR SCHOOL PUPILS WHO HAVE YET TO START UNIVERSITY?

YES ☐ NO ☐

ARE YOU WILLING TO MENTOR A YOUNG PERSON UNDER 18 YEARS OLD. IF SO YOU WILL BE REQUIRED TO COMPLETE A DISCLOSURE CHECK AND JOIN THE PROTECTION OF VULNERABLE GROUPS SCHEME (PVG)

YES ☐ NO ☐

MENTOR DECLARATION

If selected:
I will contribute to the ICAS Foundation Mentoring Scheme to the best of my ability and will at all times act with professional integrity and in accordance with the aims of the Scheme.

I will keep in regular contact with my mentee and the Mentoring Coordinator/ICAS Foundation contact.

Signature: Date:

ICAS FOUNDATION

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