**Mentee Application Form**

Complete this form, along with completed Mentee Self-Assessment and Expectation form. The Mentee Self-Assessment form will be sent to you mentor when a suitable match is identified. Mentee must be a Local 27 member in good standing.

**Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Mentee Contact Information**  |  |
| **Name:** |  |
| **Current term of Apprenticeship** |  |
| **Job tile/ position**  |  |
| **Company employed by** |  |
| **Phone Number**  |  |
| **Email**  |  |
| **Leveling of apprenticeship schooling completed**  |  |

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| **Current Position/responsibilities**  |  |
| **Briefly describe your primary responsibilities** |  |

**Relevant education history:**

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**Education courses you are currently enrolled in, or plan to enroll in with the next year**

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**Mentee Self-Assessment**

**Needs, Interests, Concerns, Expectations (N.I.C.E) Analysis**

As part of your preparation and planning for mentoring you need to explore your own needs. Your needs, interests, concerns and expectations is one tool to assist with this.

1. **Needs:** What are your needs at this present time as a mentee? Frequency of meetings, Topics

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1. **Interests:** What are your main interests/skills with regards to work?

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1. **Concerns:** What are you concerned about in your work life?

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1. **Expectations:** What do you expect from the mentoring relationship?

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**Mentee Expectations and Self-Assessment**

Your mentor’s role may include career guidance and professional development; however their role is not to assist the mentee with finding employment, nor provide tutoring services.

**What do you hope to learn- or improve upon-with a mentor’s guidance?**

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**What are you looking for in a mentor (e.g. criteria or strong preferences)?**

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**Have you participated in a mentor/mentee relationship in the past? Describe the outcome(s):**

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**What is your availability to meet/ communicate with your mentor?**

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**Receipt of your application will be confirmed by the Mentor Program Coordinator, and you will be contacted when a suitable mentor had been identified.**

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| **For Office use only**  |  |
| **Date Application form received** |  |
| **Notes** |  |
| **Matched with**  |  |
| **Date** |  |
| **Comments** |  |
| **Match not attained (reasons)**  |  |