

# Careers, Employability and Skills

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**Alumni Career Mentoring Programme: Mentor Application Form**

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| |  |  | | --- | --- | | **Name:** | **Current position and grade:** | | **Employers name and Address:** | **Telephone number:**  **Email address:** |   **Title of Degree/Postgraduate qualification completed at Queen’s:**  **Please outline your areas of responsibility:** |
| **Which of the following general categories would describe your area of work (you may tick more than one category)** *Please note that the Pilot Programme may be limited to specific sectors*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Journalism |  | Management |  | Food or Pharmaceutical industries: |  | | Engineering/Construction |  | Marketing/PR |  | Security Services: |  | | Finance |  | Public Sector |  | Legal |  | | Human Resources |  | Science/Environment |  | Other (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |
| **What help do you think you might be able to offer a mentee? (Please be specific e.g. information, contacts, insights into a specific area etc.)** |
| **It would be helpful if you would outline your career history to date:** |

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| **Communication and Supporting Reference**  Mentoring engagements take place over the phone and through either e-mail (please use the student’s Queen’s e-mail address only) or Skype. Would you also be able to make use of Skype?  Yes No (telephone and e-mail only are preferred)  The Scheme may involve a time commitment of 2 hours in total during the working day spread over an eight week period (4x half hour conversations). Would this cause any you difficulty?  Yes No (If you have ticked No, please complete the boxes below, as relevant)  **Employer/Line Manager approval (if applicable).**   |  |  | | --- | --- | | Employer/Line Manager Name (Print) and contact e-mail |  |     **Applicants who are self-employed:**   |  |  | | --- | --- | | Please tick here and note that we may requests an alternative supporting reference |  | | |
| **Confidentiality and Data Protection**  **Professional Career Guidance Disclaimer:** The Queen’s Alumni Career Mentoring Scheme aims to support undergraduates as they engage in career planning and development and, while providing them with access to relevant career information, it does not constitute professional career guidance. To access this service, students should contact Careers, Employability and Skills on [careers@qub.ac.uk](mailto:careers@qub.ac.uk) or go to [www.qub.ac.uk/careers](http://www.qub.ac.uk/careers). Students are advised that, if they decide to act upon any information or opportunity provided or suggested by the mentor, it is their responsibility to check out all relevant details.  I understand that the alumni career mentor does not provide professional career guidance  Yes No  **CONFIDENTIALITY:** I understand that the information shared in the context of mentoring is confidential  Yes No  **DATA PROMISE:** Queen’s University Belfast will process your personal data in accordance with the Data Protection Act 1998. All data is held securely by both Development & Alumni Relations Office and Careers Employability & Skills and will be treated confidentially. The information provided will also be shared with your mentee.  Your data may be used for communicating information related to the alumni career mentoring scheme, news or event invitations.  It may also be used for a range of alumni activities including the sending of publications, the promotion of benefits and services available to alumni, notification of alumni events and of programmes involving academic and administrative departments.  Data may also be used in fundraising programmes and made available to our academic and administrative departments, unless you request otherwise.  Data will not be disclosed to external organisations, other than those acting as agents for the University on career or alumni-related projects. Under the terms of the Data Protection Act 1998 you have the right to object to the use of your data for the above purposes. If you wish to exercise this right, please notify us in writing detailing your objections.    **I agree that my personal information can be shared, as stated above;**  Yes No   |  |  |  |  | | --- | --- | --- | --- | | **Applicant Signature:** |  | **Date:** |  |   *An electronic signature will be accepted for e-mailed applications* | |
| **Please complete, sign and return this form; By e-mail** to [alumnimentoring@qub.ac.uk](mailto:alumnimentoring@qub.ac.uk) | |

**Further information about the scheme can be found at** [www.qub.ac.uk/alumnicareermentoring](http://www.qub.ac.uk/alumnicareermentoring)