

## MENTOR APPLICATION New York City Area

### ARE YOU AN EMPLOYER LOOKING TO BE A WORKPLACE MENTOR?

Disability Mentoring Day (DMD) enables students and jobseekers with a disability to spend part of a day visiting a business, educational institution, non-profit, or government agency. This is an opportunity to create a “foot on the door” to the workplace; evaluate personal goals; target career skills for improvement; explore possible career path; and develop lasting mentor relationships. Thank you for being a Mentor!

It all begins with this application, so fill it out, send it in, and spread the word! Complete this form, and return by mail, fax, e-mail to the address listed on page 5 by: **FRIDAY, AUGUST 31, 2012.**

### SECTION I: GENERAL INFORMATION

Please print information clearly and check the box that applies:

**I am a first-time Mentor:**

**I am a returning Mentor:**

Name of Business, Government Agency, Non-Profit, Educational Institution:

\_\_\_\_\_

On-site Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Suite/Floor

City State Zip Code

Phone No: \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### SECTION II: WORK EXPERIENCE INFORMATION

Job Title: \_\_\_\_\_

Summary of General Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**SECTION III: WORKPLACE LOGISTICS**

Below, please check the setting that most accurately describes the place at which you work.

- |  |  |
|--|--|
| <input type="checkbox"/> Private Business        | <input type="checkbox"/> Government Agency       |
| <input type="checkbox"/> Non-profit Organization | <input type="checkbox"/> Educational Institution |

Is your facility wheelchair accessible?     Yes     No

1. Does your business, organization, or agency offer internship or job opportunities? If so, please briefly describe these opportunities, including the areas of focus for such a program. If the Mentee pool permits, we will do everything we can to match you up with individuals who may be interested in separately applying for an internship or job opportunity that your organization may be offering. Feel free to include websites to visit and to use additional sheets of paper.

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2. What experiences have you had in working with people who have disabilities?

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3. Prior to Disability Mentoring Day, the Mayor's Office for People with Disabilities provides mentoring training sessions. Please indicate if you would like to receive information.

- YES**, I will like to receive information regarding "Mentor Etiquette Training Sessions."  
 **NO**, I do not want to receive information regarding "Mentor Etiquette Training Sessions."

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4. How did you learn about the Disability Mentoring Day Program?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Radio/TV/Poster    | <input type="checkbox"/> Newsletter/Newspaper | <input type="checkbox"/> Internet/E-mail Blast |
| <input type="checkbox"/> HR/Diversity Event | <input type="checkbox"/> Facebook/Twitter     | <input type="checkbox"/> Past Participant      |

DMD Committee Member: \_\_\_\_\_

Other: \_\_\_\_\_

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**SECTION IV: MENTEES EXPECTATIONS**

Please rank the grade level of mentees that you hope to host for Disability Mentoring Day. Every effort will be made to meet your preferences with individuals interested in your particular field of work. However, some individuals may be currently undecided.

- High School students                       Junior                       Senior
- College students                       Freshman                       Sophomore                       Junior                       Senior
- Students involved in post-graduate work                       Job-seekers, not currently in school
- No preference; the most important factor is their area of interest.

**SECTION V: GENERAL INFORMATION FOR WORKPLACE COORDINATORS**

If your organization plans to host a few mentees, and involve several of your employees in the mentoring process, please fill out this section. Check all that apply.

- One-on-one job shadowing                       Tour of company site
- Small group discussion with all mentees                       Information packets given to mentees
- Lunch with mentees, provided by organization
- Mentees given opportunity to explore several work areas

Total number of Mentees to host: \_\_\_\_\_ Total number of Workplace Mentors: \_\_\_\_\_

**Workplace Coordinators are asked to gather applications from their offices and send together. Every attempt will be made to match each Mentor with a Mentee, but in the event that this is not possible, advance notice will be provided, so you may modify your planned agenda.**

**PHOTO RELEASE FORM**  
**New York City Area****TO BE COMPLETED BY ALL PARTICIPANTS**

**PHOTO RELEASE:** I understand that Disability Mentoring Day can attract attention from the media and that it is used to promote ongoing partnerships between schools, disability organizations, and employers. I hereby grant permission to be photographed for promotional and educational purposes.

\_\_\_\_\_  
Print Name and Date\_\_\_\_\_  
Signature

## CAREER CLUSTER WORKSHEET

### New York City Area

On Disability Mentoring day, Mentees will be paired with a Workplace Mentor at a job site. To make this experience more meaningful, please rate your **top three choices** among the following career categories. If you are able to indentify a specific function within a category, please also identify that function.

**See example below.**

<p><b>Example: 1 Administration:</b></p> <ol style="list-style-type: none"> <li>1. <u>Clerical</u></li> <li>2. <u>Office Management</u></li> <li>3. <u>Customer Service</u></li> </ol>	<p><b>Example: 2 Communications/Media:</b></p> <ol style="list-style-type: none"> <li>1. <u>Web Design/Graphics</u></li> <li>2. <u>Publishing</u></li> <li>3. <u>Media Marketing</u></li> </ol>	<p><b>Example: 3 Human Resources:</b></p> <ol style="list-style-type: none"> <li>1. <u>Staffing/Recruitment</u></li> <li>2. <u>Diversity/Equal Employment</u></li> <li>3. <u>Employee Development</u></li> </ol>	
<p>__ Administration, such as:</p> <ul style="list-style-type: none"> <li>__ Clerical</li> <li>__ Customer Service</li> <li>__ Data Entry</li> <li>__ Office Management</li> <li>__ Receptionist</li> </ul>	<p>__ Business/Finance, such as:</p> <ul style="list-style-type: none"> <li>__ Accounting</li> <li>__ Auditing</li> <li>__ Banking</li> <li>__ Budget</li> <li>__ Entrepreneurship</li> <li>__ Finance</li> <li>__ Real Estate</li> <li>__ Grant Writing</li> <li>__ Investment Banking</li> <li>__ Marketing</li> <li>__ Payroll</li> <li>__ Procurement</li> <li>__ Sales</li> </ul>	<p>__ Communications/Media, such as:</p> <ul style="list-style-type: none"> <li>__ Animation</li> <li>__ Radio-TV Personality</li> <li>__ Editor/Writer</li> <li>__ Event Planning</li> <li>__ Journalism</li> <li>__ Media Marketing</li> <li>__ Media Relations</li> <li>__ Public Affairs</li> <li>__ Publishing</li> <li>__ Social Media</li> <li>__ Web Design/ Graphics</li> </ul>	
<p>__ Education, such as:</p> <ul style="list-style-type: none"> <li>__ Early Childhood Education</li> <li>__ School Administration</li> <li>__ School Counseling/Social Work</li> <li>__ Special Education</li> <li>__ Teaching/Para-Professional</li> </ul>	<p>__ Engineering, such as:</p> <ul style="list-style-type: none"> <li>__ Aerospace Engineering</li> <li>__ Civil Engineering/Architecture</li> <li>__ Computer Engineering</li> <li>__ Electrical Engineering</li> <li>__ General Engineering</li> <li>__ Mechanical Engineering</li> </ul>	<p>__ Health and Medicine, such as:</p> <ul style="list-style-type: none"> <li>__ Healthcare Administration</li> <li>__ Medical Doctor</li> <li>__ Medical Technician</li> <li>__ Nursing</li> <li>__ Pharmacist</li> <li>__ Physician Assistant</li> </ul>	
<p>__ Hospitality Services, such as:</p> <ul style="list-style-type: none"> <li>__ Customer Service</li> <li>__ Event Planning</li> <li>__ Hospitality Management</li> <li>__ Culinary Arts/Chef/Baker</li> <li>__ Restaurant Management</li> </ul>	<p>__ Human Resources, such as:</p> <ul style="list-style-type: none"> <li>__ Diversity/Equal Employment</li> <li>__ Employee Development</li> <li>__ Employee Relations/ Performance Management</li> <li>__ Labor Relations</li> <li>__ Staffing/Recruiting</li> </ul>	<p>__ Law/Public Services, such as:</p> <ul style="list-style-type: none"> <li>__ Attorney/Paralegal/Judges</li> <li>__ Law Enforcement</li> <li>__ Security</li> </ul>	<p>__ Museum/Fine Arts/Libraries, such as:</p> <ul style="list-style-type: none"> <li>__ Archivist</li> <li>__ Arts &amp; Artifacts/Collections</li> <li>__ Education</li> <li>__ Historian (Advanced Studies)</li> <li>__ Photography</li> <li>__ Resource Librarian</li> </ul>
<p>__ Operations, such as:</p> <ul style="list-style-type: none"> <li>__ Facilities Management:</li> <li>__ Building Engineering</li> <li>__ Maintenance</li> <li>__ Support Services:</li> <li>__ Food Services</li> <li>__ Mailroom Operation</li> <li>__ Supply Management</li> <li>__ Loading Dock</li> </ul>	<p>__ Performing Arts, such as:</p> <ul style="list-style-type: none"> <li>__ Acting</li> <li>__ Dance</li> <li>__ Music</li> <li>__ Film/Theatre Production</li> <li>__ Film/Theatre Technical</li> </ul>	<p>__ Public Policy, such as:</p> <ul style="list-style-type: none"> <li>__ Agriculture</li> <li>__ Civil Rights</li> <li>__ Economics</li> <li>__ Education</li> <li>__ Employment</li> <li>__ Environment</li> <li>__ Health</li> <li>__ Transportation</li> </ul>	
<p>__ Rehabilitation/Social Work, such as:</p> <ul style="list-style-type: none"> <li>__ Human Services</li> <li>__ Occupational Therapy</li> <li>__ Physical Therapy</li> <li>__ Rehabilitation Counseling</li> <li>__ Speech Therapy</li> <li>__ Mental Health</li> <li>__ Social Work</li> </ul>	<p>__ Technology, such as:</p> <ul style="list-style-type: none"> <li>__ Computer Engineering</li> <li>__ Computer Programming</li> <li>__ Computer Science</li> <li>__ Information Technology</li> <li>__ Scientist</li> </ul>	<p>__ Other (please describe):</p> <hr/> <hr/> <hr/>	

## DISABILITY MENTORING DAY CONTACT INFORMATION New York City

For more information about DMD contact the phone number listed below.  
Mail the completed form to this address listed below:

Disability Mentoring Day Program  
Mayor's Office for People with Disabilities  
100 Gold Street, 2nd Floor  
New York, NY 10038

Voice (212) 788-2830 • NY Relay (800) 421-1220 • Fax (212) 341-9843  
E-mail: [DMD@cityhall.nyc.gov](mailto:DMD@cityhall.nyc.gov) • Website: [www.nyc.gov/mopd](http://www.nyc.gov/mopd)  
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