

MENTOR APPLICATION 2012
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 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 Apartment/Unit#

City Code State Zip

Phone No. Fax No.

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.

Private business Government agency

Non-profit organization Educational Institution

Is your facility wheelchair accessible?
Yes No

1. Does your business, organization, agency, or educational institution offer internship or job opportunities? If so, please describe these opportunities. 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.

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



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

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

Radio/TV/Poster

Newsletter/Newspaper

Internet/E-mail Blast

HR/Diversity Event

Facebook/Twitter

Past Participant

DMD Committee Member: _____

Other: _____



SECTION IV: MENTEES EXPECTATION

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

___ Jobseekers, not currently in school

___ No preference, the most important factor is

PHOTO RELEASE FORM

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

On Disability Mentoring Day, mentees will be paired with a workplace mentor at a job site. To make this experience more meaningful, please use the list to select your top **3** choices. If you are able to identify a specific function within a category, please also identify that function. If possible, you will be paired with a person who identified the category (ies) you select. **See example below.**

Ex. 1 Administration, such as:

1. Clerical
2. Office Management
3. Customer Service

Ex. 2 Education, such as:

1. Special Education
2. Teaching/Para-Professional
3. School Administration

Ex. 3 Human Resources, such as:

1. Staffing/Recruitment
2. Diversity/Equal Employment
3. Employee Development

___ Administration, such as:

- ___ Clerical ___ Customer Service ___ Data Entry
 ___ Office Management ___ Receptionist

___ Business/Finance, such as:

- ___ Accounting ___ Auditing ___ Banking ___ Budget
 ___ Entrepreneurship ___ Finance ___ Real Estate
 ___ Grant Writing ___ Investment Banking ___ Marketing
 ___ Payroll ___ Procurement

___ Communications/Media, such as:

- ___ Animation ___ Editor/Writer ___ Event Planning
 ___ Journalism ___ Media Marketing ___ Media Relations
 ___ Radio/TV Personality ___ Public Affairs ___ Publishing
 ___ Social Media ___ Web Design/Graphics



___ Education, such as:
___ Early Childhood Education ___ School Administration
___ School Counseling/Social Work ___ Special Education
___ Teaching/Para-Professional

___ Engineering, such as:
___ Aerospace Engineering ___ Civil Engineering/Architecture
___ Computer Engineering ___ Electrical Engineering
___ General Engineering ___ Mechanical Engineering

___ Health and Medicine, such as:
___ Healthcare Administration ___ Medical Doctor
___ Medical Technician ___ Nursing
___ Pharmacist ___ Physician Assistant

___ Hospitality Services, such as:
___ Customer Service ___ Event Planning
___ Hospitality Management ___ Culinary Arts/Chef/Baker
___ Restaurant Management

___ Human Resources, such as:
___ Diversity/Equal Employment ___ Employee Development
___ Employee Relations/Performance Management
___ Labor Relations ___ Staffing/Recruitment

___ Law/Public Services, such as:
___ Attorney/Paralegal/Judges ___ Law Enforcement ___ Security

___ Museum/Fine Arts/Libraries, such as:
___ Archivist ___ Arts & Artifacts/Collections ___ Education
___ Historian (Advanced Studies) ___ Photography
___ Resource Librarian

___ Operations, such as:
___ Facilities Management:
 ___ Building Engineering ___ Maintenance
___ Support Services: ___ Food Services ___ Mailroom Operation
 ___ Supply Management ___ Loading Dock



Performing Arts, such as:
 Acting Dance Music
 Film/Theatre Production Film/Theatre Technical

Public Policy, such as:
 Agriculture Civil Rights Economics Education
 Employment Environment Health Transportation

Rehabilitation/Social Work, such as:
 Human Services Occupational Therapy
 Physical Therapy Rehabilitation Counseling
 Speech Therapy Mental Health Social Work

Technology, such as:
 Computer Engineering Computer Programming
 Computer Science Information Technology
 Scientist

Other (please describe): _____



DISABILITY MENTORING DAY CONTACT INFORMATION

For more information about DMD contact the phone number listed below. Mail the completed form to the 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) 341-9483

Email: DMD@cityhall.nyc.gov Website:
www.nyc.gov/mopd
Follow us on: Facebook and Twitter

