**Mentor Registration Form**

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| First Names: |  | Surname: |  |
| Telephone number for mentee contact |  | Email address for mentee contact |  |

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| **Occupation Details** | | | | | |
| **Job title** |  | | **Organisation** |  | |
| **Sector** | Consultancy  Industry | Academia  Public & Civil | | | NGO/Charity  Other (please specify) |
| **Field** | Air Quality Management  Auditing/Env. Management  Built Environment/ Planning  Chemistry  Conservation/Ecology  Contaminated Land | Education & Training/Research  Enforcement/Monitoring/ Law  Health & Safety  Hydrology/Water Quality  Impact/Risk Assessment  Policy/Strategy | | | Sustainability  Tourism  Transport  Waste Management |
| **Brief description of your present position and responsibilities:** | |  | | | |
| **List of previous employment positions (job titles and organisations)** | |  | | | |

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| **Mentoring details** | | |
| **Have you any experience of mentoring?** | Yes | No |
| **Have you returned to your career after a break?** | Yes | No |
| **Please provide any other information that may help during the matching process e.g. have you ever been unemployed, returned from maternity leave, changed career?** |  | |

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| **Contact Preferences** | | | |
| **Please select your preferred form of first contact with your mentee for discussing the mentoring partnership:** | Telephone | Direct Email | Email through the IES office (no contact details exchanged) |
| **Would you be happy to mentor a candidate who is trying to get in to a different field within your sector?** |  | | |

**Please mark the Mentor Declaration, Data Protection Agreement, and Confidentiality Agreement to show that you have read and understood them.**

**Mentor Declaration**

* I will inform my mentee immediately should I need to cancel a meeting. I understand that the onus for re-arranging a cancelled meeting rests with me.
* I will respond in a timely manner to all correspondence and telephone calls regarding the scheme.
* I will inform the IES Project Office immediately about any difficulties encountered e.g. breakdown of communications with the mentee.
* I understand that the IES is not liable for the advice or actions of participants in the mentoring scheme.
* I declare that all the information contained within this form is true and accurate.
* I understand that if I do not adhere to the above conditions, I may be withdrawn from the scheme
* I understand that if I do not reply to correspondence from the IES project office or my mentee within a period of 4 weeks without previously informing the IES project office as to the reasons for my absence, my mentee will be re-matched.

**Data Protection**

I understand that the information contained in this form will be processed in accordance with existing data protection legislation. I also understand that my details will be stored electronically and may be sent to potential Mentees in order to provide this service. I have read the IES’s [Privacy Statement](https://www.the-ies.org/about_us/privacy-statement) and agree to my details being used for the purpose of administering activities for this Mentoring Scheme.

**Confidentiality Agreement**

* All information shared between Mentors and Mentees will be considered Confidential Information, unless the subject of that information clearly states otherwise. This information may be personal or business.
* You will not disclose any of this Confidential Information to anyone.
* You agree to abide by the terms of the IES Confidentiality Policy (copy in the Members Area of the IES website).

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|  | Date: DD/MM/YYYY |  |  |
| (Signature of Applicant) – *e-signatures are sufficient* |  | | |

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| Please send your completed form to: |
| **Institution of Environmental Sciences, 3rd Floor, 140 London Wall, London, EC2Y 5DN**  ***or* print, sign, scan and email to** [**info@the-ies.org**](mailto:info@the-ies.org)**.** |