**Chartership Mentee Registration Form**

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| First Names: |  | Surname: |  |
| Telephone number for mentor contact |  | Email address for mentor contact |  |
| Charterships:  *(Tick all which apply)* | Chartered Environmentalist (CEnv) Chartered Scientist (CSci) | | |

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| **Professional Experience** | | | |
| **Job Role & Company** |  | | |
| **Short Desc. of Role** |  | | |
| **Sector** | Consultancy  Industry | Public & Civil  NGO/Charity | Academia  Other (please specify) |
| **Field(s)** | Acoustics  Air Quality Management  Auditing/Env. Management  Built Environment/ Planning  Chemistry  Climatology  Conservation/Ecology  Education & Training/Research  Energy | Enforcement/Monitoring/Law  Environmental Management  ES in Government  Forestry & Landscaping  Health & Safety  Hydrology/Water Quality  Impact/Risk Assessment  Land Condition  Marine Science | Odour  Policy/Strategy  Sustainability  Transport  Waste Management  Other (please specify) |

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| **Please state which support you require from during your mentoring partnership** | **Tick all that apply** |
| Offering guidance and helping to identify appropriate professional experience for the report |  |
| Aiding in the development of a long-form CV |  |
| Mock assessing the written report prior to submission |  |
| Improving interview skills and/or technique |  |
| Enhancing self-confidence, self-esteem and motivation |  |
| Building professional relationships |  |
| Undertaking appropriate Continuing Professional Development (CPD) (*to reach to min. 30 hr annual req.*) |  |
| Other (please specify) |  |

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| **Preferences** | | | | |
| **Approximately how much time would you like to receive mentoring support each month?** | 1-2 hrs | 3-5 hrs | | 6-8 hrs  9+ hrs |
| **Please indicate if you would prefer to be matched with a mentor of the same gender.** | Not bothered | | Yes, please specify: | |
| **In a few lines, please describe the main reasons for obtaining the Chartership, and utilising the Mentoring Scheme.** |  | | | |

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

**Mentee Declaration**

* I will take responsibility for arranging the meetings/initiating telephone/email contact.
* I will inform my mentor 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/or telephone calls regarding the scheme.
* I will inform the IES Project Office immediately about any difficulties encountered e.g. breakdown of communications with the Mentor.
* I understand that the IES is not liable for the advice or actions of participants in the mentoring scheme. Any advice given is the personal opinion of the Mentor and do not represent the views and policies of the IES.
* 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 make contact with or respond to correspondence from my Mentor or the IES project office within a period of 2 weeks without previously informing the IES project office as to the reasons for my absence, I will be withdrawn from the scheme.

**Data Protection**

I understand that the information contained in this form will be processed in accordance with the data protection principles enshrined in the 1998 Data Protection Act. I also understand that my details will be held on computer in terms of the Data Protection Act 1998. I agree to my contact details being used for the purpose of administering activities for the ‘Back to Work’ 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](https://www.the-ies.org/sites/default/files/documents/confidentiality_policy.pdf)

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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)**.** |