**Chartership Mentor Registration Form**

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| First Names: |  | Surname: |  |
| Telephone number for mentor contact |  | Email address for mentor contact |  |
| Charterships:  *(Tick all which you hold and are willing to Mentor for)* | 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 are willing to offer 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 are you willing to mentor each month?** | 1-2 hrs | 3-5 hrs | | 6-8 hrs  9+ hrs |
| **Please indicate if you would prefer to be matched with a mentee of a certain gender** | Not bothered | | Yes, please specify: | |

**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 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 (copy in the Members Area of the IES website).

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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)**.** |