**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****.** |