

MENTOR APPLICATION
New York City Area

Disability Mentoring Day (DMD) enables students and job seekers with a disability to spend part of a day visiting a business, a non-profit agency, or government agency. This is an opportunity to create a "foot in the door" to the workplace; evaluate personal goals; target career skills for improvement; explore possible career paths; 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, or e-mail to the address listed on page 5. Deadline: All applications must be received by:

FRIDAY, SEPTEMBER 11, 2009.

SECTION I: GENERAL INFORMATION

Please Print Information Clearly

Check the box that applies:

First-time Mentor: Returning Mentor: Mrs. Ms. Mr.

First Name: _____ Last Name: _____

Name of Business, Government Agency, or Non-Profit Organization: _____

Address: _____

Street Address

Floor / Suite#

City

State

Zip Code

Phone (Voice): _____ TTY: _____ Fax: _____

E-mail Address: _____



**Mayor's Office for
People with Disabilities**

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.

- | | |
|--|--|
| <input type="checkbox"/> Private business | <input type="checkbox"/> Government agency |
| <input type="checkbox"/> Non-profit organization | <input type="checkbox"/> Educational Institution |

Is your facility wheelchair accessible? Yes No

Does your business, organization, or agency offer internship or job opportunities? If so, please briefly describe these opportunities, including the areas of focus for such a program. 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 web sites to visit and to use additional sheets of paper.

What experiences have you had in working with people who have disabilities?

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

- Yes, I will like to receive information regarding mentoring training sessions.
- No, I do not want to receive information regarding mentoring training sessions.

How did you learn about the Disability Mentoring Day Program?

- Radio/TV/Poster Newsletter/Newspaper Internet/E-mail Blast Family/Friend/Colleague
- DMD Committee Member HR/Diversity Event Other (Please specify): _____

CAREER CLUSTER WORKSHEET

New York City Area

On Disability Mentoring Day, Mentees will be paired with a Workplace Mentor at a job site. To make this experience more meaningful, please rate your top three choices among the following career categories. If you are able to identify a specific function within a category, please also identify that function.

Example: 1 COMMUNICATIONS, such as:
 Editor/Writer 1 Event Planning
 2 Public Affairs

If possible, you will be paired with a person who identified the category (ies) you select.

INSTRUCTIONS: Place the number of your choice next to the appropriate career cluster below.

1=First Choice 2=Second Choice 3=Third Choice

 ADMINISTRATION, such as:
 Clerical Data Entry
 Office Management
 Customer Service / Receptionist Duties

 BUSINESS / FINANCE, such as:
 Accounting Auditing
 Budget
 Entrepreneurship / Business Owner
 Marketing Payroll
 Procurement Sales

 COMMUNICATIONS, such as:
 Editor / Writer Event Planning
 Media Relations
 Publishing (Design, Editorial, Production)
 Public Affairs

 HUMAN RESOURCES, such as:
 Employee Development
 Employee Relation / Performance Management
 Diversity / Equal Employment
 Labor Relations
 Staffing / Recruitment

 LAW, such as:
 Law Enforcement / Security
 Legal (attorney, paralegal, judges)

 MUSEUMS, such as:
 Advanced Studies (Historian)
 Collections / Arts and Artifacts (Archivist; Curator Duties; Registrar Conservation; Film / Video; Oral History)

 Education (Community Partnership; Outreach)
 Exhibition (Exhibition Development; Exhibition Research Historian; Traveling Exhibition; Special Exhibition Coordinator)

 PERFORMING ARTS, such as:
 Dance
 Theatre / Musical Theatre
 Music / Opera / Singing Other:

 PUBLIC POLICY, such as:
 Agriculture Economics
 Education Employment
 Environment Health
 Transportation Other:

 REHABILITATION/SOCIAL WORK, such as:
 Physical Therapy
 Rehabilitation Counseling
 Social Work
 Health and Medicine

 OPERATIONS, such as:
 Facilities Management:
 Building Engineer
 Maintenance
 Support Service:
 Food Services Loading Dock
 Mail Operation
 Supply Management

 TECHNOLOGY, ENGINEERING, AND SCIENCE, such as:
 Computers:
 Information Technology
 Computer Engineering
 Computer Science

 OTHER (Please Describe):

PHOTO RELEASE FORM
New York City Area

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.

Signature

Date

Print Name

For more information about DMD contact the phone number below:
Mail to the address below:



Disability Mentoring Program
Mayor's Office for People with Disabilities
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