### Shape Description automatically generated Career and Employability Services

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### The Bradford Mentoring Programme

### MENTOR PROFILE FORM

#### Please provide as much information as possible, as this will greatly assist us with the matching process and enable us to source a suitable match. Please email your completed form to [BradfordMentoringProgramme@bradford.ac.uk](mailto:BradfordMentoringProgramme@bradford.ac.uk)

PERSONAL DETAILS

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First name:** | | | | **Family name:** | | | | | |
| **Job title:** | | | | | | | | | |
| **Company name and address:** | | | | | | | | | |
| **Telephone no:** | | | **Mobile (if used for work purposes):** | | | | | | |
| **Personal Email address (if no business email address):**  **Business Email address:** | | | | | | | | | |
| **LinkedIn profile (optional):** | | | **University of Bradford graduate** | | | **Yes** | **No** | **MBA student/graduate** | |
| **Gender:** | | | | | **Male** | **Female** |  | | |
| **Do you have a disability:** | | | | | **Yes** | **No** | | | |
| **If you require any special assistance or facilities e.g. interpreter, wheelchair access, please specify:** | | | | | | | | | |
| **Ethnic Origin:** (please tick the box which best describes your ethnic origin) | | | | | | | | | |
| Asian or Asian British - Bangladeshi |  | Mixed - White and Black African | | | | | | |  |
| Asian or Asian British - Indian |  | Mixed - White and Black Caribbean | | | | | | |  |
| Asian or Asian British - Pakistani |  | Mixed - White and Asian | | | | | | |  |
| Asian - other background |  | Mixed - other background | | | | | | |  |
| Black or Black British - African |  | White British | | | | | | |  |
| Black or Black British - Caribbean |  | White Irish | | | | | | |  |
| Black - other background |  | White - other background | | | | | | |  |
| Chinese or other ethnic background - Chinese |  | Other ethnic background | | | | | | |  |

**MENTORING PREFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Would you prefer to work with a mentee from a particular background?** | | | |
| **Gender** | **Male** | **Female** | **No Preference** |
| **Ethnicity** | **Yes** | **No** | **No Preference** |
| **Disability** | **Yes** | **No** | **No Preference** |
| **Please provide detail on preferences, where appropriate** | | | |

**CAREER KNOWLEDGE AND EXPERIENCE**

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| --- | --- | --- | --- | --- | --- |
| **Please indicate the sector(s) which best describe your area of work** | | | | | |
| Administration |  | Finance |  | Personnel |  |
| Arts & Cultural Industries |  | Government |  | Police |  |
| Brewing & Licensed Trade |  | Health & Beauty |  | Publishing |  |
| Chemical Industry |  | Hotels & Catering |  | Regeneration |  |
| Computing & IT |  | Insurance |  | Retail |  |
| Construction & Surveying |  | Law |  | Security |  |
| Design |  | Management & Consultancy |  | Science & Technology |  |
| Education |  | Market Research |  | Social Services |  |
| Engineering |  | Marketing & Sales |  | Sports & Leisure |  |
| Environment |  | Media |  | Training |  |
| Fashion & Textiles |  | Medicine & Dentistry |  | Voluntary Sector |  |
| **Other (please describe):** | | | | | |
| **Please briefly describe your current role (i.e. the main functions / duties of your post):** | | | | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Are there other sectors / areas where you feel you could offer advice and information? (please describe)** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Please** **RANK THE TOP 5 areas of expertise where you feel you can offer advice and support:** | | | | | | | | | | | | |
| Career choice & direction | | |  | Applications & entry requirements | | |  | | Qualities needed to succeed in chosen career | | |  |
| Networking | | |  | Building professional relationships | | |  | | Time management and prioritising deadlines | | |  |
| Communication skills | | |  | Presentation skills | | |  | | Assertiveness | | |  |
| Group working and team skills | | |  | Dealing with and overcoming problems | | |  | | Building confidence | | |  |
| Interview preparation | | |  | Professional behaviour | | |  | | Insight into specific career choice | | |  |
| Decision making | | |  | Self marketing strategy | | |  | | Continuing training and development | | |  |
| **Additional information / areas of expertise (please detail):** | | | | | | | | | | | | |
| **Please indicate your preferred methods for contact with your mentee (tick all that appropriate):** | | | | | | | | | | | | |
| **Face-to-face** |  | **Telephone** | | |  | **Email** | |  | | **Skype** |  | |
| **Do you have any knowledge or prior experience of mentoring? If so, please provide brief detail** | | | | | | | | | | | | |
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| **“A little more about me” – Mentees are always keen to know more about you so please provide us with information that will give your mentee a broader insight into your background.** |
| *You may wish to include: reasons for applying, hobbies & interests, memberships, educational / family background, voluntary pursuits, or anything else that it may be useful for your potential mentee to know…* |

MENTOR DECLARATION

If selected:

* I will contribute to the Bradford Mentoring Programme to the best of my ability and will at all times act in accordance with the aims of the Scheme.
* I will keep in regular contact with my mentee and will inform the Mentoring Coordinator if I encounter any challenges within the partnership.

Signature: Date:

**Thank you for taking the time to complete the form and we will be in touch shortly**

[**www.bradford.ac.uk/careers**](http://www.bradford.ac.uk/careers)