

Staples Education Foundation

Tertiary Scholarship Programme

Mentor Application Form



PURPOSE

The Staples Education Foundation (SEF) seeks to facilitate the following outcomes:

- To achieve a tertiary qualification
- To get a job
- To give back to Dilworth

This is achieved by supporting Scholarship Students (Students) in a number of ways including:

- Financial assistance for university costs
- Work experience
- A tertiary buddy
- A mentor
- Ongoing support and development
- Mentee Assistance Programme (Mental Health Initiative)

INFORMATION FOR MENTORS

Mentoring is an important role in this programme and we would expect, when the Students reflect back on their mentoring journeys, they will acknowledge it to be the most valuable pillar of this programme. As a SEF Mentor (Mentor) you will have the opportunity to see your Student grow as he moves through his studies. You will be a part of his development as he becomes a successful young professional stepping out into the workforce and taking his place in society.

Mentors applying to SEF will be working with Dilworth School Graduate Students heading into tertiary study, preferably at degree level. These students have experienced a unique form of support during their secondary education at Dilworth and SEF wish to continue this support by assisting the students as they transition from secondary into tertiary study and then into a successful role at the completion of their studies.

Training and ongoing support will be given to Mentors for the duration of the scholarship (3 years). Through the programme you will offer wrap around support and mentoring to a Student, become part of a greater network of Students and Mentors and be invited to networking events.

SEF also offers Group Peer Supervision sessions to the Mentors as well as 1:1 support when necessary. Supervision and support are offered by a Registered Psychologist.

Mentoring a young person can be one of the most worthwhile experiences you will ever have.

GUIDELINES FOR A SEF MENTOR

- Ideally a Dilworth Old Boy
- Ideally a similar career or study path
- Is in the work force and/or has good networks
- Good communication skills
- Good listener
- Supportive
- Ability to relate well with others
- Aspirational
- Inspirational
- Motivational
- Resourceful

If you are interested in becoming a mentor for our programme would you please complete the attached Application document and the Ministry of Justice "Request for Criminal Conviction History – Third Party" document and return by mail/email to Karen Bennett our General Manager. Once she has received both these documents, she will contact you for a chat.

We look forward to receiving your application.

Trustees and General Manager
Staples Education Foundation

APPLICATION PROCEDURE

Applications are to be completed by the applicant on the following form and submitted via email or post to the General Manager, Staples Education Foundation.

Please also include your signed Code of Conduct, completed Ministry of Justice form which will include a copy of your current Driver's License or Passport, and most recent CV.

Thank you

Email: kbennett@sefscholar.org.nz

By Post: Karen Bennett
General Manager
Staples Education Foundation
PO Box 99-887
Newmarket
Auckland

TERMS AND CONDITIONS

PURSUANT TO THE PRIVACY ACT 1993 THE FOLLOWING IS BROUGHT TO YOUR ATTENTION:

This Mentor Application for SEF collects personal information about you. This information is collected to evaluate your application to become a Mentor with the SEF. The objective is to match a Mentor and Student for the most successful outcome for both parties.

All information collected will be held in strict confidence by the SEF General Manager (GM).

You do have the rights of access to, and correction of, this information subject to the provision of the Privacy Act 1993.

RESPONSIBILITIES OF THE MENTOR:

The following guidelines include but are not limited to the Trustees' expectations of Mentors of the SEF:

1. Have fun and love what you do
2. A commitment for the duration of the scholarship
3. Attend the SEF Mentor Training workshop and ongoing Mentor development sessions plus workshops for the Scholarship Student (Student)
4. Regular communication as per the signed communication agreement between the Mentor and the Student
5. Be aware of a Student's obligations and responsibilities as outlined in his Letter of Agreement and assist with compliance of these requirements.
6. Supply regular reports as requested to the GM regarding the mentoring relationship with your Student
7. Advise the GM of any concerns and assist to resolve as required
8. Participate in activities and networking events as appropriate.
9. Participate in an annual review of the scholarship with all appropriate parties.
10. Participate in regular feedback and reviews of the overall programme.
11. Participate in confidential Group Peer Supervision sessions.
12. Participate in 1:1 support sessions with the SEF Psychologist when necessary
13. Share good news stories and successes with the SEF family
14. Respect the Student's confidentiality and ask for permission to share information unless there is a safety risk involved
15. Assist the Corporate Account Manager by supplying introductions for suitable for our programme

SEF OBLIGATIONS TO THE MENTOR INCLUDE:

1. Keep the Mentors informed of any changes to the programmes and issues relating to their Student
2. Support the Mentors by providing ongoing support and development
3. Support the Mentor by providing the support of the SEF Psychologist in Group or 1:1 sessions.
4. Invite them to attend networking events with their Students

Staples Education Foundation

Mentor Application Form

Please complete and return form by email or mail. Response fields will extend as required.

PERSONAL DETAILS

Full name *

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First Name(s)

Last Name

Home Address *

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City

Postal Code

Birth Date *

Phone*

Mobile

Email *

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Ethnicity

Drivers Licence Number

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Postal Address (if different from above)

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City

Postal Code

EDUCATION DETAILS

Secondary School attended		
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Years attended Dilworth (if applicable)		
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University/s attended		
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Years at university		
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Qualification undertaken (e.g. Degree)		
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Year of Graduation (Degree)		
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Highest Qualification Attained		
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Are you currently still studying?

Yes

No

APPLICANT INFORMATION

1. **Employment** – Please list your last 3 employers, your role and length of tenure at each, most recent first

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2. **Professional Membership**

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3. **Industry Experience** – what industry sectors have you worked in?

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4. **Leisure Interests**

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5. **Previous Involvement with Secondary/Tertiary Age Students**

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6. **In your own words describe two qualities you possess which are special, and how they will assist you in your mentoring relationship**

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7. **Have you participated in any other formal mentoring programmes or been mentored yourself? Please supply details**

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8. **Have you performed any community service?**

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9. **Please give names and contact details for 2 referees to be contacted for verbal referrals in regards to this application – 1 industry and 1 character**

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All information given in support of this application is true and correct, and I confirm that I have read the terms and conditions of becoming a Mentor for the Staples Education Foundation programme.

In making this application I consent to all information supplied by me to SEF to be disclosed to the Trustees and to the employees of the Trust and to the intended Scholarship Student for matching purposes.

<input type="checkbox"/>	I agree and have read the Terms and Conditions
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Signature

Date

Our Code of Conduct



WE ARE DOING THE RIGHT THING,
FOSTERING A SENSE OF BELONGING,
STRIVING TO DO OUR BEST



STAPLES EDUCATION FOUNDATION

SEF are committed to making a positive difference in the lives of our people. We have developed a unique foundation that connects us together on an educational journey to achieving personal growth through sharing and discovery.

Our purpose is to support and enable our students to achieve a tertiary qualification, get a job and give back to society.

United together, as members of SEF, we all agree to behave in ways that make our community safe, inclusive, and equitable for all. For us, it is about building mutual trust and confidence, and delivering exceptional experiences for our people to continue to grow.

Our Code of Conduct helps us make the right decisions and do the right thing for everyone. SEF's purpose is supported by a set of core values that inform our behaviour and help us to create unique experiences for each other.

FOR US THIS MEANS THAT:

We do the right thing:

TRUST AND OPENNESS

We show respect, we are honest, we care and support each other, acting with kindness.

We foster a sense of belonging:

SHARED VISION

We commit to making the SEF community a place in which everyone feels they belong. We have a clear focus on shared goals. We understand the vision and objectives of SEF.

We strive to be our best:

THINK HARD, WORK HARD, WORK SMART

We are courageous, we challenge and empower ourselves and others to work hard and smart. We act responsibly and take ownership of our actions.



LIVING OUR SEF CODE

How do I use our Code?

Our Code of Conduct is designed to be easy to follow.

However, there may be times when you're not clear if you are following it. If in doubt, ask yourself:

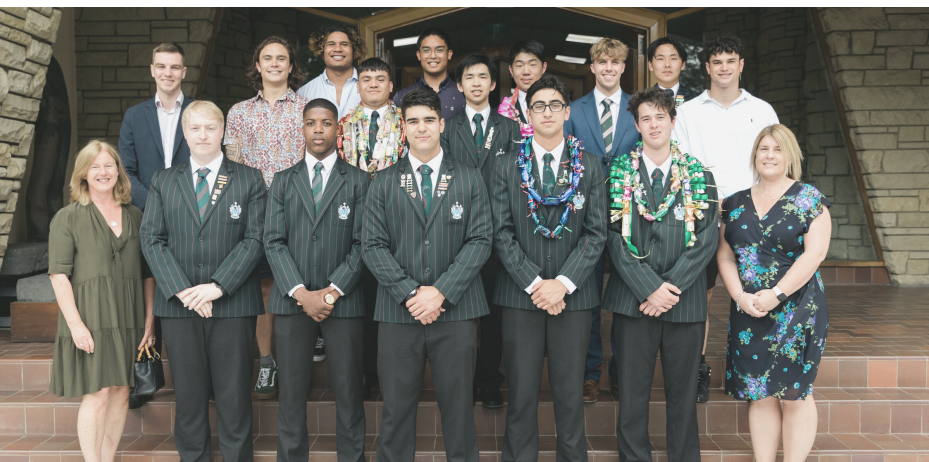
- Might this break a law or a policy — is this legal?
- Is what I'm doing adhering to SEF policies, standards, guidelines, and procedures?
- Does this feel like the right thing to do?
- Will this potentially cause harm to anyone?
- Would the SEF community say I am acting fairly, ethically, and with integrity?
- Would my family and friends be proud if I shared with them what I was doing?
- In the long term, is this likely to be a positive outcome for SEF and its whanau?

WHO DOES THE CODE APPLY TO?

Our Code applies to all employees, contractors, students, mentors, buddies, and trustees within SEF. Our Code applies whenever you represent SEF. It also applies to behaviour which might cause damage to our reputation.

WHAT HAPPENS IF I BREACH OR IGNORE OUR CODE?

We are all expected to follow our Code and if you don't, you will face consequences up to and including formal warning and termination of your scholarship/role within our SEF community.



We do the right thing

TRUST AND OPENNESS

We are committed to always doing the right thing, by conducting ourselves honestly and fairly in all situations.

We are fair

We always act in good faith and in the best interests of our SEF community.

We do this by:

- Acting ethically and being inclusive to everyone. We will respect the culture, diversity, and individuality of our people. There is to be no discrimination based on age, gender, ethnic or socioeconomic background, creed, disability, or sexual orientation.

We are honest and transparent

We never behave in a way that's dishonest, illegal, fraudulent, unethical, and we comply with disclosure obligations imposed by law.

We do this by:

- Never offering, accepting, soliciting, or paying a bribe or facilitation payment.
- Never using confidential information.
- Ensuring all information is conveyed in a clear, timely, balanced and in a transparent manner.
- Ensuring the use of confidential, or privileged information is only used for work purposes.
- Managing conflicts of interest.

We follow the rules

We comply with all relevant industry codes of practice and carry out our work in accordance with SEF's internal policies, and procedures.

We do this by:

- Completing all required workshops relevant to our roles to ensure we understand guidelines and procedures that apply to us and the roles we do.
- Accepting that managing risk is everyone's responsibility. SEF will support all community members to manage those risks.
- Ensuring our work is always done diligently and with care, being personally fit to always perform duties, unimpaired by drugs, alcohol, or other substances.
- Respecting the privacy (physical and emotional) and protecting the security of any confidential, privileged or personal information we deal with.
- Following the laws of practice around the protection and disclosure of information.

We foster a sense of belonging

SHARED VISION

We care

We care about the wellbeing of our people and everyone we interact with. SEF is committed to building the physical, emotional, social and spiritual wellness and resilience of our community. We share a vision of goals and the SEF objectives.

We do this by:

- Training our people to be able to recognise and assist people when they have problems or are vulnerable.
- Taking reasonable care for our own safety, physical and mental wellbeing, and that of others.
- Encouraging our people to be caring and active members of the community, and to build for the future. Are the choices we make good ones?

That means we:

- Consider our community when we make decisions.
- Partner with all our communities to build inclusiveness.
- Act in a way that does not adversely impact SEF's reputation.

We are genuine and inclusive

We are genuine, we care, and we value diversity, inclusiveness, and equal opportunity for all.

We do this by:

- Treating our people with respect and dignity in every interaction. Being polite and respectful to everyone we interact with (including online), regardless of their views. We encourage and support others.
- Respecting everyone's human rights and treating everyone fairly and without unlawful discrimination.
- Never harassing, bullying, or discriminating against other individuals.
- Never using electronic communication in a way that might offend, discriminate against, or harass our community.
- Keeping people informed and up to date.



We strive to be our best

THINK HARD, WORK HARD, WORK SMART

Be courageous.

When it's needed most and take ownership of our actions. We embrace thinking objectively and challenging the status quo when improvements can be made for our people.

We do this by:

- Making it easy for our community to find appropriate solutions to meet their needs.
- Acknowledging we will not always get it right and have a tolerance for failures or disappointments. Learning from our mistakes and taking prompt action to resolve them.
- Always seeking better ways to do things, regular reviewing of our programme to ensure we add value to our people and to create brilliant outcomes for our communities.

We speak up.

We make it easy and safe for our people to raise concerns as soon as they notice something is not right or could be improved.

We do this by:

- Being transparent when things go wrong and encouraging an open dialogue about important issues even when they are hard.
- Immediately reporting any dishonest, illegal, or unethical behaviour — even if it's just a suspicion.
- Encouraging our community to raise concerns.
- Providing all our people with access to coaching and counselling services.

We own it.

We are committed to keeping our goals as the focus of our programme.

We do this by:

- Taking reasonable steps to ensure that everyone connected with SEF follows the principles and requirements of our Code of Conduct.
- Supporting our people to do the right thing in any situation.



I understand that Compliance with this Code of Conduct is a condition of continued volunteer placement as a Mentor for the SEF. I have read the Code and fully agree to comply with the conditions. I understand that a violation of these standards will be grounds for termination.

Signature

Date

Name