

## MENTOR APPLICATION New York City Area

### ARE YOU AN EMPLOYER LOOKING TO BE A WORKPLACE MENTOR?

Disability Mentoring Day (DMD) enables students and jobseekers with a disability to spend part of a day visiting a business, educational institution, non-profit, or government agency. This is an opportunity to create a “foot on the door” to the workplace; evaluate personal goals; target career skills for improvement; explore possible career path; 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, e-mail to the address listed on page 5 by: **FRIDAY, AUGUST 30, 2013.**

### SECTION I: GENERAL INFORMATION

Please print information clearly and check the box that applies:

I am a first-time Mentor:

I am a returning Mentor:

Name of Business, Government Agency, Non-Profit, Educational Institution:

\_\_\_\_\_

On-site Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

Suite/Floor

City

State

Zip Code

Phone No: \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### 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.

Private Business

Government Agency

Non-profit Organization

Educational Institution

Is your facility wheelchair accessible?

Yes

No

1. 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 websites to visit and to use additional sheets of paper.

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

3. 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 "Mentor Etiquette Training Sessions."

**NO**, I do not want to receive information regarding "Mentor Etiquette Training Sessions."

4. How did you learn about the Disability Mentoring Day Program?

Radio/TV/Poster

Newsletter/Newspaper

Internet/E-mail Blast

HR/Diversity Event

Facebook/Twitter

Past Participant

DMD Committee Member: \_\_\_\_\_

Other: \_\_\_\_\_



## 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.

**See example below.**

<p><b>Example: 1 Administration:</b></p> <ol style="list-style-type: none"> <li>1. <u>Clerical</u></li> <li>2. <u>Office Management</u></li> <li>3. <u>Customer Service</u></li> </ol>	<p><b>Example: 2 Communications/Media:</b></p> <ol style="list-style-type: none"> <li>1. <u>Web Design/Graphics</u></li> <li>2. <u>Publishing</u></li> <li>3. <u>Media Marketing</u></li> </ol>	<p><b>Example: 3 Human Resources:</b></p> <ol style="list-style-type: none"> <li>1. <u>Staffing/Recruitment</u></li> <li>2. <u>Diversity/Equal Employment</u></li> <li>3. <u>Employee Development</u></li> </ol>	
<p><u>Administration, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clerical</li> <li><input type="checkbox"/> Customer Service</li> <li><input type="checkbox"/> Data Entry</li> <li><input type="checkbox"/> Office Management</li> <li><input type="checkbox"/> Receptionist</li> </ul>	<p><u>Business/Finance, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accounting</li> <li><input type="checkbox"/> Auditing</li> <li><input type="checkbox"/> Banking</li> <li><input type="checkbox"/> Budget</li> <li><input type="checkbox"/> Entrepreneurship</li> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> Real Estate</li> <li><input type="checkbox"/> Grant Writing</li> <li><input type="checkbox"/> Investment Banking</li> <li><input type="checkbox"/> Marketing</li> <li><input type="checkbox"/> Payroll</li> <li><input type="checkbox"/> Procurement</li> <li><input type="checkbox"/> Sales</li> </ul>	<p><u>Communications/Media, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Animation</li> <li><input type="checkbox"/> Radio-TV Personality</li> <li><input type="checkbox"/> Editor/Writer</li> <li><input type="checkbox"/> Event Planning</li> <li><input type="checkbox"/> Journalism</li> <li><input type="checkbox"/> Media Marketing</li> <li><input type="checkbox"/> Media Relations</li> <li><input type="checkbox"/> Public Affairs</li> <li><input type="checkbox"/> Publishing</li> <li><input type="checkbox"/> Social Media</li> <li><input type="checkbox"/> Web Design/ Graphics</li> </ul>	
<p><u>Education, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Early Childhood Education</li> <li><input type="checkbox"/> School Administration</li> <li><input type="checkbox"/> School Counseling/Social Work</li> <li><input type="checkbox"/> Special Education</li> <li><input type="checkbox"/> Teaching/Para-Professional</li> </ul>	<p><u>Engineering, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aerospace Engineering</li> <li><input type="checkbox"/> Civil Engineering/Architecture</li> <li><input type="checkbox"/> Computer Engineering</li> <li><input type="checkbox"/> Electrical Engineering</li> <li><input type="checkbox"/> General Engineering</li> <li><input type="checkbox"/> Mechanical Engineering</li> </ul>	<p><u>Health and Medicine, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Healthcare Administration</li> <li><input type="checkbox"/> Medical Doctor</li> <li><input type="checkbox"/> Medical Technician</li> <li><input type="checkbox"/> Nursing</li> <li><input type="checkbox"/> Pharmacist</li> <li><input type="checkbox"/> Physician Assistant</li> </ul>	
<p><u>Hospitality Services, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Customer Service</li> <li><input type="checkbox"/> Event Planning</li> <li><input type="checkbox"/> Hospitality Management</li> <li><input type="checkbox"/> Culinary Arts/Chef/Baker</li> <li><input type="checkbox"/> Restaurant Management</li> </ul>	<p><u>Human Resources, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Diversity/Equal Employment</li> <li><input type="checkbox"/> Employee Development</li> <li><input type="checkbox"/> Employee Relations/ Performance Management</li> <li><input type="checkbox"/> Labor Relations</li> <li><input type="checkbox"/> Staffing/Recruiting</li> </ul>	<p><u>Law/Public Services, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attorney/Paralegal/Judges</li> <li><input type="checkbox"/> Law Enforcement</li> <li><input type="checkbox"/> Security</li> </ul>	<p><u>Museum/Fine Arts/Libraries, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Archivist</li> <li><input type="checkbox"/> Arts &amp; Artifacts/Collections</li> <li><input type="checkbox"/> Education</li> <li><input type="checkbox"/> Historian (Advanced Studies)</li> <li><input type="checkbox"/> Photography</li> <li><input type="checkbox"/> Resource Librarian</li> </ul>
<p><u>Operations, such as:</u></p> <ul style="list-style-type: none"> <li><u>Facilities Management:</u></li> <li><input type="checkbox"/> Building Engineering</li> <li><input type="checkbox"/> Maintenance</li> <li><u>Support Services:</u></li> <li><input type="checkbox"/> Food Services</li> <li><input type="checkbox"/> Mailroom Operation</li> <li><input type="checkbox"/> Supply Management</li> <li><input type="checkbox"/> Loading Dock</li> </ul>	<p><u>Performing Arts, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Acting</li> <li><input type="checkbox"/> Dance</li> <li><input type="checkbox"/> Music</li> <li><input type="checkbox"/> Film/Theatre Production</li> <li><input type="checkbox"/> Film/Theatre Technical</li> </ul>	<p><u>Public Policy, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Agriculture</li> <li><input type="checkbox"/> Civil Rights</li> <li><input type="checkbox"/> Economics</li> <li><input type="checkbox"/> Education</li> <li><input type="checkbox"/> Employment</li> <li><input type="checkbox"/> Environment</li> <li><input type="checkbox"/> Health</li> <li><input type="checkbox"/> Transportation</li> </ul>	
<p><u>Rehabilitation/Social Work, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Human Services</li> <li><input type="checkbox"/> Occupational Therapy</li> <li><input type="checkbox"/> Physical Therapy</li> <li><input type="checkbox"/> Rehabilitation Counseling</li> <li><input type="checkbox"/> Speech Therapy</li> <li><input type="checkbox"/> Mental Health</li> <li><input type="checkbox"/> Social Work</li> </ul>	<p><u>Technology, such as:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Computer Engineering</li> <li><input type="checkbox"/> Computer Programming</li> <li><input type="checkbox"/> Computer Science</li> <li><input type="checkbox"/> Information Technology</li> <li><input type="checkbox"/> Scientist</li> </ul>	<p><u>Other (please describe):</u></p> <hr/> <hr/> <hr/>	

## DISABILITY MENTORING DAY CONTACT INFORMATION New York City

For more information about DMD contact the phone number listed below.  
Mail the completed form to this address listed below:

Disability Mentoring Day Program  
Mayor's Office for People with Disabilities  
100 Gold Street, 2<sup>nd</sup> Floor  
New York, NY 10038

Voice (212) 788-2830 • NY Relay (800) 421-1220 • Fax (212) 341-9843

E-mail: [DMD@cityhall.nyc.gov](mailto:DMD@cityhall.nyc.gov) • Website: [www.nyc.gov/mopd](http://www.nyc.gov/mopd)

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