

MENTOR APPLICATION FORM

(THIS IS AN ELECTRONIC FORM THAT CAN BE FILLED IN AND EMAILED TO ENQUIRIES@LIFECHANGINGEXPERIENCES.ORG. IF HAND WRITTEN, PLEASE PRINT CLEARLY)

PERSONAL INFORMATION PROVIDED ON THIS FORM WILL BE HANDLED IN A MANNER CONSISTENT WITH APPLICABLE PRIVACY LAWS.

Program Location : Sydney

Program Year: _____ **T-shirt size:** 8 10 12 14 16 18

Section A

Full name: _____

Any previous name(s): _____

Date of Birth: _____

Home Address: _____

_____ Post Code: _____

Length of time at current residence: _____

Phone: (H) _____ (Mob) _____

Email: _____

If you have been living at your current address for less than one year, please note your previous address:

Length of time at this address: _____

Emergency contact: Name: _____

Relationship: _____

Phone: (H) _____ (W) _____ (Mob) _____

Section B

How did you learn/hear about the SISTER2Sister program? _____

Have you previously applied to be a Mentor? Yes No

If yes, which year did you volunteer and with which agency? _____

Section C

Occupation: Employed Student Home Duties Unemployed Retired

Name of Employer or Educational Institute: _____

Length of time with current employer or institution: _____

Work Address if applicable: _____

Occupation or area of study: _____

Can we contact you during business hours? Yes No Day time Telephone: _____

Would you be available for interviews during business hours? Yes No

Section G

Some laws prevent people from working with young people if they have certain criminal convictions. Life Changing Experiences Foundation seeks to protect the safety of our girls by excluding applicants with certain criminal convictions.

1. Have you been charged or convicted of any offence*; received a finding of guilt (either with or without conviction), good behaviour bond or other court order; and/or have any matters awaiting court hearing or current investigation? Yes No If yes, please specify:

NB. You are under no obligation to provide details of spent convictions unless they relate to 'designated offences', which must be disclosed. 'Designated offences' are any sexual offences and any offences against the person if the victim of the offence was under 18 at the time the offence was committed. You should disclose any such offences.

2. Have you been arrested, charged or convicted of any criminal offence and/or have any charges pending? Yes No If yes, please specify:

3. Do you consent to undertaking a National Criminal Record Check and signing a Prohibited Employment Declaration? Yes No

If Yes Place of birth: _____ Date of Birth: _____

NB. If you choose not to consent to such checks, Life Changing Experiences Foundation will not be able to consider your application. Any offer of a voluntary placement will be subject to a satisfactory NCRC and WWCC.

Section H

Why do you want to become a Big Sister mentor?

What do you hope your mentorship with a young person will achieve?

Section I

Have you resided in an overseas country for a period of 12 months or longer during the past 10 years? If yes, please specify and indicate if there is a chance you may choose to return overseas during the program. Please also note that if you have been overseas in the past ten years you will need to complete a criminal record check in the relevant country of residence:

What is your official citizenship and residence status?

Section J

Do you sincerely feel you can meet the minimum commitment of one face to face 'Big Sister meeting' per month for 12 months?	Yes	No
Do you sincerely feel you can meet the minimum commitment of one full Saturday every month and four days full-time residential camp?	Yes	No
Are you anticipating any changes to your circumstances in the next year that may impact upon your match (e.g. marriage, moving residence, employment, children etc.)?	Yes	No
If selected, do you agree to maintain regular contact with staff for support and supervision?	Yes	No
Do you agree to participate in training?	Yes	No
Do you agree to undertake a 100 Point Identity Check?	Yes	No
Is there anything else that Life Changing Experiences Foundation should know about you that would help us with assessing your application?	Yes	No

Please Explain:

Your Interests and Hobbies: (Please also include what you would enjoy doing with your Little Sister).

1. Team Sports – (What do you play or watch, which teams?)

2. Individual Sports – (e.g. swimming, rollerblading, surfing)

3. Outdoor Activities – (e.g. fishing, camping, bush walking)

4. Handicrafts – (e.g. model making, art, sewing, wood work)

5. Reading – (e.g. books, mags)

6. TV/Videos/Movies – (which shows, types?)

7. Music - Active – (e.g. playing an instrument, singing)

8. Music - Passive – (What type of music, favourite groups?)

9. Passive Games – (e.g. cards, board games, computer games)

10. Others – (e.g. cars, shopping, cooking, animals etc)

Referee Nomination

Please nominate at least three referees; a current employer/supervisor (employment, voluntary work or study), a friend and a third person as a character referee. Please nominate referees who have known you for a minimum of 2 years, except for employer/supervisors who are required to have known you for a minimum of 12 months. Except as otherwise required by law, all references are confidential.

1. Current Employer/Supervisor:

Name: _____

Address: _____

Phone: (H) _____ (W) _____ (Mob) _____

Email: _____

How many years have you known this person?: _____

2. Friend Reference

Name: _____

Address: _____

Phone: (H) _____ (W) _____ (Mob) _____

Email: _____

How many years have you known this person?: _____

3. Character referee:

Name: _____

Address: _____

Phone: (H) _____ (W) _____ (Mob) _____

Email: _____

How many years have you known this person?: _____

4. Character Referee for a person aged between 12 & 17, if possible:

Name: _____

Address: _____

Phone: (H) _____ (W) _____ (Mob) _____

Email: _____

How many years have you known this person?: _____

Section K

Are you available to assist The Life Changing Experiences Foundation in other areas? Please tick.

- Fundraising
- Promotion/Publicity
- Volunteer Recruitment
- Administration
- Event Management

Other (please specify) _____

Privacy Notice and Authorisation for Release of Personal Information

All personal information will be collected and handled by The Life Changing Experiences Foundation (LCEF) in accordance with our Privacy Policy. If you have not been provided with a copy of this policy, please ask for one.

Collection of information

The personal information (including sensitive and health information) that is collected by LCEF is information necessary for its functions and activities. In particular, it is necessary to:

- Assess suitability
- Establish matches
- Promote health and safety
- Promote the best interests of the young person; and
- Protect the longevity of matches.

LCEF may request disclosure of personal information during the application and selection process and from time to time during participation in the program. If you do not provide this information, we may not be able to process your application or you may be removed from the program. Where you provide personal information about other people, you must ensure that those people are aware that this information is being collected and used by LCEF for its functions and activities.

I agree I disagree

Disclosure

Generally, your personal information will be kept in the strictest confidence. However, relevant information will be released in limited circumstances where:

- a) disclosure is consistent with the primary purposes for which the information was collected;
- b) where you have provided your consent to the disclosure of such information; or
- c) where the law otherwise requires or authorises us to disclose that information.

For example, your personal information may be disclosed to parents and/or guardians with a direct responsibility for your Little Sister who has been pre-screened and is actively being considered for a match with you. Your name will be kept confidential until you are matched to your Little Sister.

We may also provide personal information about individuals to other LCEF programs or others who assist us in providing services, including (amongst others) legal or professional advisers. Unless you contact us to request otherwise, your personal information will be included in the LCEF volunteer database.

I agree I disagree

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I agree **I disagree**

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I agree **I disagree**

Access

You may request access to your personal information by contacting LCEF

Authorisation

- I acknowledge that it is necessary for LCEF to collect personal information about me in order to discharge its functions and activities.
- I undertake to co-operate with the collection of personal information during the selection process and, if I am accepted into the program, as required from time to time.
- I understand that I am required to inform LCEF of any changes to my circumstances during involvement in the program.
- I understand that a failure to disclose personal information may result in LCEF refusing to accept my application or removing me from the program.
- I hereby authorise any agencies, individuals or other entities such as (but not limited to) past or present employers, educational institutions, law enforcement agencies, social services, other LCEF Agencies and other such entities with which I have had contact, to release any information about or relating to me and requested by LCEF which may be relevant to my involvement with LCEF.
- I agree that a photocopy of this authorisation is sufficient evidence of my consent to the release of any information about or relating to me to LCEF.

I agree

I disagree

Optional Consent for Evaluation and Research

From time to time, LCEF conducts research into its services, in order to improve and report on those services. Sometimes this research can be conducted using de-identified information, however on other occasions it is preferable for personal information to be used. By providing the consent below, you can contribute to improving the effectiveness of this research.

I agree

I disagree

By ticking "I agree" to all the clauses above, I have agreed to the relevant personal information (including sensitive and health information) being held by LCEF about me, and its use and disclosure by LCEF and its research providers for the research purposes described above. I understand that research providers will be subject to confidentiality obligations and that my personal information will not be included in the published findings of that research without my further consent.

Name of Applicant: _____

Signature of Applicant: _____

Date: _____

SUBMIT

Position Description for Big Sisters

Reporting Structure

The Big Sister reports to the Team Leader, who in turn reports to the LCEF Team - Life Changing Experiences Foundation. The Big Sister is also supported through the Team Leader by a qualified Psychologist allocated to each Team, and through the SISTER2sister Support Network Structure.

Primary Function

To mentor your allocated Little Sister by being a positive role model at the Butterfly Boot Camp and at the monthly Little Sister Outings and Workshops, once completing the SISTER2sister Training Program. The definition of mentoring is the development of a one-on-one relationship where a more experienced person helps a less experienced person achieve their goals.

Roles and Responsibilities

- ✔ Attendance and participation in Outings, Workshops, Meetings and Training
- ✔ Help Little Sister to identify and achieve goals
- ✔ Be a positive role model and coach
- ✔ Build mutual respect and instil trust
- ✔ Focus on building and encouraging self esteem
- ✔ Distinguish between facilitating options and solving problems
- ✔ Maintain confidentiality and set clear boundaries in line with SISTER2sister Policies
- ✔ Complete required documentation within the SISTER2sister Evaluation Process on a monthly basis
- ✔ Liaison within the SISTER2sister Support Structure
- ✔ Report under the Duty of Care Policy where required
- ✔ Weekly contact with Mentee by email or phone or SMS or Facebook
- ✔ Not expected to be an expert, authority or supervisor
- ✔ Not expected or encouraged to meet Little Sister outside of monthly schedule, unless in line with SISTER2sister Policies.

Key Performance Indicators (KPI)

Tangible ways of measuring Roles and Responsibilities, where possible:

- ✔ Attendance at 100% of the Training Program
- ✔ Commitment to participate in and commit to the program for a twelve month period
- ✔ Attendance at 100% of the Butterfly Boot Camp
- ✔ Attendance at 100% of the Little Sister Outings and Workshops
- ✔ Attendance at 100% of the Big Sister Meetings
- ✔ Encourage your Little Sister to attend Outings and Workshops, as best you can

Skills and Experience

- ✦ No formal qualifications are required
- ✦ Previous mentoring experience is advantageous (ie, teaching, nursing, counselling, business, etc)
- ✦ Exceptional listening skills
- ✦ Exceptional questioning skills
- ✦ Good communication skills

Personal Attributes

- ✦ Kind, patient, caring, sensitive
- ✦ Reliable, committed and dedicated
- ✦ Punctual and trustworthy
- ✦ Non judgemental, unconditional and open-minded
- ✦ Show honesty and integrity, and leads by example
- ✦ Show respect of Little Sister's privacy and confidentiality
- ✦ Empathetic and positive
- ✦ Show self awareness and know own limitations
- ✦ Able to genuinely listen and understand

Remuneration and Benefits

- ✦ This is a volunteer position, and as such there is no formal remuneration
- ✦ Benefits will potentially arise throughout the program
- ✦ Free Training Program

Career Development

If the Big Sister wishes to take on more responsibility, she could move into a Team Leader position if and when they become available. If this is the case, it is advisable to let your current Team Leader know, such that she may assist you to make this transition when available.

Big Sister's Rights

- ✦ Integrity and honesty
- ✦ A safe environment, free from physical or verbal abuse
- ✦ Mutual respect
- ✦ Clear guidelines on expectations through policies which are well communicated
- ✦ Confidentiality
- ✦ Valued and accepted by the SISTER2sister program
- ✦ Debriefing and counselling support from qualified professionals, where required
- ✦ Ability to discontinue if circumstances require it