OFFICE USE ONLY

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Received date / by:

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Career Mentoring Programme 2013-14

(Department of Management)

Mentor Application Form

Eligibility: Career Mentoring Programme welcomes professionals from all industries who currently reside in Hong Kong and have four years or more managerial / supervisory experiences.

|  |  |
| --- | --- |
| Personal details | |
| Title |  |
| First name |  |
| Last name |  |
| Company name |  |
| Position title |  |
| Role description |  |
| Contact address | Work or Home (please choose one) |
| Contact number |  |
| Email address |  |
| Other social media used (e.g. Facebook, LinkedIn, Twitter, Whatsapp, Line etc…) | *Please fill in your account name if you allow our student to contact you through social media*  *e.g. Facebook – a/c name Toni Maria TONG (email:* [*mgttong@cityu.edu.hk*](mailto:mgttong@cityu.edu.hk)*)* |

|  |  |
| --- | --- |
| Brief Employment history | |
| No. of years in the workforce  e.g. 8 years in retailing since 19XX |  |
| Area(s) of expertise |  |
| Academic qualifications  e.g. BBA (CityU, HK) 1995 |  |
| Professional qualifications  if applicable |  |

|  |  |
| --- | --- |
| Your biography (will be displayed to mentees)  Please write a short biography of yourself (a minimum of 100 words please). The following paragraph will be used as an introduction and will be sent to the mentee. More details are welcomed. | |
|  | |
| How many mentees you are will to take this year?  (choose between 2 – 5) |  |

|  |  |
| --- | --- |
| Terms and Conditions | |
| By submitting this application form, I accept the following statements: | 1. I understand that Department of Management (MGT) uses its best endeavours to effectively match mentees and mentors, however an ideal match is not always possible. 2. I accept that MGT takes no responsibility for any individual’s behavior. 3. I agree to apply due diligence in managing a mentoring relationship to maximize safety and minimize risk. 4. I agree that my name, contact no., email address and my biography can be made available to my mentees. |

Mentor’s signature: ………………………...……………… Date: …...……..….…………

(Return completed form to: Scan and email (or fax) the form to the programme Coordinator)

Dr. Toni Maria TONG

Career Development and Career Mentoring Officer

Department of Management

City University of Hong Kong

Telephone: 852 - 3442 7977; Facsimile: 852 - 3442 0309; Email: [mgttong@cityu.edu.hk](mailto:mgttong@cityu.edu.hk)