



Goodwill helps people discover and develop their God-given gifts through education, work, and career development services.

MENTOR APPLICATION

***Mentor:** A wise, trusted, and experienced friend who can provide guidance through a new experience or a difficult period of life.*



Dear Potential Volunteer,

Thank you for your interest in volunteering as a Mentor with Goodwill. The goal of Goodwill's Mentor program is to provide individual, outside support, for Goodwill trainees, students or employees throughout their training program and transition into a new job.

Goodwill's mission is to help people discover and develop their God-given gifts through education, work and career development services. We offer job training and placement services to individuals with barriers to employment that are seeking a hand up, not a hand out. Individuals enrolled in Goodwill's training and education programs come from a variety of backgrounds and are all striving to improve their lives and the lives of their families. As a mentor with Goodwill, you will help an individual experience the self-sufficiency achieved by the pride and dignity of a paycheck. We want Goodwill's clients to be surrounded by individuals that will encourage them to become their best.

The following page contains answers to frequently asked questions as you consider this rewarding opportunity. Please do not hesitate to contact us if you have additional questions.

Thank you using your time and talents to serve members of your community through Goodwill's Mentor program. You will be enriched by your service and we look forward to working with you!

*Ivey Hall
Director of Volunteer Services
ihall@goodwillworks.org
478-471-4879*

*Amy Breitmann
Volunteer Manger
abreitmann@goodwillworks.org
706-650-5760*

Please return completed applications to:

In the Middle GA or Lake Oconee Area:

Goodwill Industries of Middle GA and the CSRA
Attention: Volunteer Services
5171 Eisenhower Parkway
Macon, GA 31206
Fax: 478-471-4845
ihall@goodwillworks.org

In the CSRA:

Goodwill Industries of Middle GA and the CSRA
Attention: Volunteer Services
231 Fury's Ferry Road Suite 210
Augusta, GA 30907
Fax: 706-650-5951
abreitmann@goodwillworks.org

Frequently Asked Questions

What are the benefits of the mentor program?

Mentors

- Given the satisfaction of knowing one of our clients, employees, or students on a 1:1 basis and helping them be successful in their career
- Opportunity for individuals to mentor adults
- Eligible to participate in in-house training through Goodwill Corporate University
- opportunity to network with other mentors through semi-annual “Match Events”

Mentees

- Receive support from someone that is focused solely on their needs
- Ability to connect with someone they are not associated with at school, work or in their daily life
- Opportunity to explore a new career path
- Chance to share their ups and downs with a friend

How often and where will I meet with my mentee?

- The matches will be encouraged to meet face-to-face twice a month and talk by phone or email on alternate weeks so that they have some type of contact each week
- Matches should meet in public places in which both individuals feel comfortable, but should not meet in the mentor’s or mentee’s home
- Face-to-face meetings may take place any time of the week and do not have to last a long time, 45 minutes minimum
- Weekly meetings will provide an opportunity for the matches to get to know each other better so they are comfortable addressing any subject the mentee may need help with

How long will I be matched with my mentee?

Goodwill Trainee or Student

- A client match will last a maximum of three months past the mentees completion of a Goodwill training program in order to provide additional support for the mentee in their first weeks at a new job. Goodwill programs vary from 8 weeks to 2 years and mentors will have an opportunity to indicate which program they would like to work with.
- A match may continue past the maximum of six months, but adjustments will be made to the support provided by Goodwill for the match. The match will still be able to attend Goodwill mentor/mentee functions, but will no longer be eligible for reimbursement through Goodwill.

Goodwill Employee

- An employee mentor match length will be based on the Individual Development Plan of the individual employee

What type of training will I receive before I become a mentor?

Each mentor will be required to attend 4 hours of training before beginning any service with Goodwill.

The training will consist of an overview of Goodwill including the following:

- Overview of the history of Goodwill
- A description of the programs offered at Goodwill so you will understand what type of connection your mentee has to Goodwill.
- Information on what a Goodwill client looks like. What is their background? How did they come to Goodwill?

- Training on the warning signs that may indicate additional services are needed – need for clothing, food, etc assistance
- Responsibilities and limitations of Mentors
- Brainstorm suggested activities you can do with your mentee
- Provide contacting information for and an overview of the structure of Goodwill's Career Services programs
- Review of Goodwill's Corporate University classes that will be available to you
- An opportunity to meet other new Mentors.

How will I be matched with my mentee?

- A Career Services staff person will identify a client in need of a mentor and notify the Volunteer Services staff of the need or the Corporate University staff will notify the Volunteer Services Staff of an employee wishing to have a mentor
- The Volunteer Services staff will maintain a list of individuals interested in becoming mentors and will notify an individual when they have a match
- The new mentor will complete a Mentor Profile form, including background check, when they express interest in the program
- The Mentor Profile form will be reviewed by the Career Services or Corporate University staff and Volunteer Services staff members to determine if it is a good match
- The new mentor will meet with the Career Services or Corporate University staff member
- The mentor will attend the 4 hour training session
- The mentor and mentee will be introduced at a Goodwill location for the first time



Do you have a valid Georgia Driver's License? __Yes __No

Driver's license # _____

Insurance Information: Auto Insurance Agency: _____

Do you have liability insurance? __Yes __No

EMPLOYMENT INFORMATION:

Current Employer: _____ Title/Occupation: _____

Employer's Address: _____ Street _____ City/State/Zip _____

Name of Supervisor: _____ Phone: (____) ____ - ____

How long at current employer? _____ Hours worked per week (average): _____

Please describe current job responsibilities:

Please list any areas of expertise:

Previous employer: _____ Title: _____

Employer Address:

Contact: _____ Street _____ City/State/Zip _____
Phone: (____) ____ - ____ Length of employment: _____

Reason for leaving:

Previous employer: _____ Title: _____

Employer Address:

Contact: _____ Street _____ City/State/Zip _____
Phone: (____) ____ - ____ Length of employment: _____

Reason for leaving:

PERSONAL INFORMATION:

Have you ever been investigated, arrested for and/or convicted of:

Child abuse and/or neglect? Yes No
 Sexual molestation of a minor? Yes No
 Driving under the influence of drugs or alcohol? Yes No
 Any other offense (please list offense _____) Yes No

If yes to any of the above questions please explain and include date for charges (A “yes” answer does not automatically exclude you from volunteering; each case will be assured on an individual basis):

Are there any physical conditions or limitations that would affect your ability to be a mentor?

Yes No

If yes, please explain:

Do you feel you can commit yourself to the Goodwill Mentor Program for at least one year and spend an average of 4 hours monthly with the participant to whom you are assigned? Yes No

Are there any circumstances that would limit your ability to follow through with your commitment as a mentor? Yes No

Please describe your past experience working with individuals with barriers to employment:

Have you ever been a mentor? Yes No Agency: _____ Dates: _____

Do you have a preference to work with a participant who is of the same race/ethnic background? Yes No

How did you learn about the mentor program?

Explain why you want to be a mentor:

Circle the best times for you to meet with a Mentee:

Weekdays: Before Work Lunch After Work
 Weekends: Before Work Lunch After Work



Other: _____

REFERENCES:

Please list the names of three individuals who have known you for at least 2 years. Please include two business/educational references and one personal reference. A reference form will be sent to these individuals.

Is this a personal, business or education reference? _____

Company Name: _____

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

E-mail: _____

Phone Number: _____ Fax Number: _____

Is this a personal, business or education reference? _____

Company Name: _____

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

E-mail: _____

Phone Number: _____ Fax Number: _____

Is this a personal, business or education reference? _____

Company Name: _____

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

E-mail: _____

Phone Number: _____ Fax Number: _____



Agreement

I understand that all of the information, which I have given and will give to the professional staff of the program, may be substantiated. Staff working on the Mentor program may examine my employment records and any records of law enforcement agencies, which pertain to me. All information will be held in the strictest of confidence, and the information may be used to determine my suitability for participation in the Goodwill Mentor Program. I understand that the Goodwill Mentor Program does not discriminate on the basis of race, religion, or sexual orientation.

I understand and agree that I am not obligated, if called upon to perform the services of a mentor and that the Goodwill Mentor Program is not obligated to assign a participant to me. It is also my understanding that it is the policy of the Goodwill Mentor Program not to release information to anyone, including myself, concerning decisions of non-acceptance.

Applicant's Name (Printed): _____

Applicant's Signature: _____ Date: _____