



## MENTOR APPLICATION PACKET CHECKLIST

Included in this packet:

- EXPLANATION AND PROCESS OF MATCHING
- IYM MENTORING VISION/MISSION/GOALS STATEMENTS
- MENTOR APPLICATION
- PROGRAM STANDARDS
- ACTIVITIES/INTERESTS WORKSHEET
- HISTORY QUESTIONNAIRE AND NATIONAL BACKGROUND CHECK FORM

Matching Process Steps:

- Once application is received, we will contact you to set up a Mentor Pre-Match Interview.
- Once that is completed, we will file your national background check and confirm next step.
- We then examine potential matches and send you a "Bio sheet" on a youth we think is a good fit.
- If you accept, we set up a "Meet Your Match" time with you, the youth, and their parent/guardian.
- At that point the mentor match is launched and you will be assigned a match support specialist.

Online Applications can be completed and submitted at [www.igniteyouthmentoring.com/mentoring](http://www.igniteyouthmentoring.com/mentoring)

If you have any questions, please call the Ignite Office at: 509-948-3143

Forms may be mailed in (or dropped off) to:

Ignite Youth Mentoring  
1177 Jadwin Ave, Suite 102  
Richland, WA 99352

or Faxed to: 509-946-2411



**Vision:** “Changing the World...One Kid at a Time”

**Mission:** “To empower young people to find hope and safety through adult mentors who will help them form strong values, develop skills, and discover that God has purpose for their lives.”

**Program Values:**

- Youth form positive cross-generational relationships with adults
- Adults model a mature Christian lifestyle
- Strengthen families through building the child
- Equip youth to succeed in life:
  - Establish strong morals/values
  - Develop social skills
  - Examine career and financial options/choices
  - Grow in personal strength/purpose

**Objectives for Mentors:**

- Consistently meet with young person twice a month (min. 4-6 hours total)
- Stay aware of young person’s key life issues
- Provide fun activities and experiences as well as new opportunities
- Accept the young person as they are, but expect growth
- Keep in contact with parent monthly to inform of activity details
- Communicate with Match Supervisor monthly
- Pray for the young person
- Bottom Line: Create **F.A.C.E.** Time: Have **F**un, **A**cept your mentee, be **C**onsistent, and **E**xpect success

“Without inspiration the best powers of the mind remain dormant, there is a fuel in us which needs to be **ignited** with sparks.” Johann Gottfried Von Herder



## Mentor Application

Application Date: \_\_\_\_\_

### Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Name of Spouse: \_\_\_\_\_

Name and ages of children: \_\_\_\_\_

Restrictions affecting your availability to meet with your mentee (ie; car, license, schedule, physical challenges): \_\_\_\_\_

\_\_\_\_\_

Church attending: \_\_\_\_\_

Activities involved in currently or in the past: \_\_\_\_\_

Describe your faith journey: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Contact Information

Primary Phone: \_\_\_\_\_  Home  Mobile  Work

Alt Phone: \_\_\_\_\_  Home  Mobile  Work

Email: \_\_\_\_\_

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

### Employment Information

Current Employer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Length of employment: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Industry/Type of Business: \_\_\_\_\_

**How did you hear about Ignite Youth Mentoring?** (check all that apply)

- Website
- Brochure
- Presentation: (location) \_\_\_\_\_
- Referral: (name of referral) \_\_\_\_\_
- Other: (please specify) \_\_\_\_\_

**References**

**Relative or Spouse**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact phone: \_\_\_\_\_ How long have you known this person: \_\_\_\_\_

**Employer**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Contact phone: \_\_\_\_\_ How long have you known this person: \_\_\_\_\_

**Church (ie; pastor, small group leader, teacher)**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Contact phone: \_\_\_\_\_ How long have you known this person: \_\_\_\_\_

# Life and Interest Survey

Please complete the following information. This survey is used to match you with a student(s) in our program.

1. Do you speak any language other than English? If so, which language(s)?
2. Why did you choose your current occupation?

## Favorites

Music: \_\_\_\_\_

Movies: \_\_\_\_\_

Books: \_\_\_\_\_

Hobbies: \_\_\_\_\_

School Subjects: \_\_\_\_\_

Arts/Music you participate in: \_\_\_\_\_

Sports you play(ed): \_\_\_\_\_

Sports you like to watch: \_\_\_\_\_

### Circle any of the words below that you think described your personality in junior high/high school.

Honest	Hardworking	Caring	Funny	Quiet
Spiritual	Nervous	Adventuresome	Sensitive	Moody
Happy	Confident	Talkative	Withdrawn	Outgoing
Sad	Angry	Forgiving	Friendly	Insecure
Inquisitive	Brave	Shy	Rebellious	

### Circle any of the words below that you think describe your personality now.

Honest	Hardworking	Caring	Funny	Quiet
Spiritual	Nervous	Adventuresome	Sensitive	Moody
Happy	Confident	Talkative	Withdrawn	Outgoing
Sad	Angry	Forgiving	Friendly	Insecure
Inquisitive	Brave	Shy	Rebellious	

### Circle all the activities that interest you.

Football	Swimming	Boating	Skiing	Sculpting	Ceramics	Cooking	Animals
Baseball	Martial Arts	Canoeing	Ice skating	Crafts	Dancing	eating	motorcycles
Basketball	Running	Kayaking	Snowboarding	Scrapbooking	Music	Yard Sales	cars
Soccer	Working out	Fishing	Hiking	reading	Theatre	Sewing	Board game
Hockey	skateboarding	Hunting	Rock Climbing	Writing	Singing	Knitting	Video game
Tennis	Roller skating	Camping	Parks/Walks	Painting	Movies	Gardening	Bowling

List any other skills, talents, hobbies, interests, etc.:

# Mentor Job Description

## Program Standards

As a mentor, I meet these requirements:

- > At least 18 years old
- > Desire to see young people succeed and grow
- > Complete Application Process:
  - Application & references
  - National background check form
  - Interests form & interview
- > Receive initial training and attend at least one mentor training seminars for further education
- > Sign the Ignite Youth Mentoring Belief Statement and Program Standards
- > Commit to your match for a minimum of one year

I agree to follow the following standards:

- Meet with my mentee twice a month (total of 4-6 hours) for minimum of 1 year
- Communicate regularly with my mentee and inform parent/guardian of all activity details.
- Refrain from any activity that may cause any physical, sexual or emotional harm to my mentee (see Abuse Prevention Policy) and to report any said activity that I may have knowledge of, to the Executive Director of Ignite Youth Mentoring.
- Connect regularly with my Match Support specialist for tools and to offer feedback.
- Be of good character in all areas of life (i.e. words, reactions, choices of entertainment, etc.), following Biblical principles (Ephesians 4;17-5:21, I Corinthians 10:23-11:1, etc.) that will reflect an positive example and avoid causing a child to “stumble”. (i.e. many children struggle with drugs, alcohol and sexuality. It is essential to set positive examples and avoid confusing messages. In the area of sexuality, it is imperative to set the example of Biblical purity, including abstinence until marriage and a life free from homosexual behaviour [Romans 1:26-27].)
- Use disciplinary measures that do not include spanking, neck or chokeholds, ear or hair pulling or any other corporal punishment actions.
- Seek to better myself by growing in my relationship with God through prayer, scripture reading, fellowship and involvement in my church.
- Read through and agree with Ignite Youth Mentoring’s Statement of Belief.

**I have read and agree to abide by the above Program standards throughout my involvement as a mentor. If there comes a time when I cannot fulfil this, I will notify my mentor supervisor.**

**Mentor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**IYM Staff Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Background Information and Check Form

I hereby authorize, without reservation, the obtaining of "consumer reports" or "investigative consumer" reports by **Ignite Youth Mentoring** at any time after receipt of this authorization and throughout my employment or volunteer service, if applicable. I further authorize and request, without reservation, any present or former employer, school, police department, state or federal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish SecureSearch or **Ignite Youth Mentoring** with any and all background information in their possession regarding me, so that my employment qualifications may be evaluated and/or reassessed. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original. **By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).**

Full Name (Printed) _____
Maiden Name or Other Names Used _____
Social Security Number _____ Date of Birth ____/____/____
Present Address _____
City _____ State _____ Zip _____
Please list all states (and counties if possible) of residence since turning age 18: _____
_____
_____
_____
Driver's License Number: _____ State of License: _____

In connection with your application for employment or volunteer service with **Ignite Youth Mentoring** or when deciding whether to modify or continue your ongoing employment or (if hired) or service, **Ignite Youth Mentoring** may obtain a "consumer report" and/or an "investigative consumer report" on you from **SecureSearch**, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is a communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. An investigative consumer report is a report obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain information regarding your credit history(if applicable to position), criminal records, driving history records, education records, previous employment history, social security traces, military records, professional licensure records, drug testing, government records, and other types of background information. You further understand that these reports may contain information concerning the reasons for termination of past employment. You are hereby notified that you have the right to make a timely request for the nature and scope of any investigative consumer report. You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Inquiries to **SecureSearch** should be directed to **SecureSearch; Consumer Disputes; 558 Castle Pines Pkwy. #B4-137, Castle Rock, CO 80108. 1 (866) 891 – 1954.**

## The following are my responses to questions about my criminal record and personal history (if any) with descriptions to any question with a **YES** answer:

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) Yes  No  If Yes, please explain:
2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense? Yes  No  If Yes, please explain:
3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense? Yes  No  If Yes, please explain:
4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? Yes  No  If Yes, please explain:

5. As of the date of this authorization, do you have any pending criminal charges against you? Yes  No  If Yes, please explain:
6. Have you ever served in the US Military? Yes  No
7. If you answered YES to the above question, did you receive a DD214? Yes  No  If Yes, can you present the document?: Yes  No
8. If you answered YES to the above question 6, did you receive an honorable discharge? Yes  No  If No, please explain:
9. Have you ever been investigated for sexually abusing or molesting a minor? Yes  No  If Yes, please explain:
10. Have you ever received treatment for alcohol and/or substance abuse? Yes  No  If Yes, please explain:
11. Have you ever been hospitalized for a mental illness/disorder? Yes  No  If Yes, please explain:
12. Have you ever received counseling or treatment for any issues related to pornography? Yes  No  If Yes, please explain:

**My signature below indicates that the statements I provided within this document are true and accurate to the best of my knowledge and ability. I also agree to live by the understanding that, as a person in authority, it is my responsibility to avoid sexual or inappropriate contact with children/youth in my care, even if one attempts to initiate the contact.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date