



**Mindful Learning**

*“Training for the Mind”*

***MENTOR APPLICATION***

Send To: Mindful Learning, LLC  
11600 Welch Rd  
Dallas, TX 75229

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Mindful Learning is an equal opportunity employer and will not discriminate in any employment practice on the basis of race, color, religion, sex, age, disability, sexual orientation, or veteran status.*

**Thank you for your interest in employment with Mindful Learning!**

# **Program Application**

## **Process**

1. Complete application for participation.
2. Include a Resume
3. Complete Training Program.
4. Complete Survey and Pretest

## **Requirements for Employment**

1. Employee must have a minimum GPA of 3.0 out of a 4.0 scale.
2. Employee must be in good standing with their school.
3. Employee must feel comfortable tutoring students.
4. Employee must be a person who has some experience working and helping other students or have proven leadership capability.
5. Employee must show competency in the area that she agrees to teach.

# MENTOR Application

## Participant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO   
Valid Drivers License? YES  NO  Student ID Number: \_\_\_\_\_  
Do you have permission and capability to drive to campuses? YES  NO  Grade Level (current): \_\_\_\_\_  
Name of High School: \_\_\_\_\_

## References

*Please list two references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

*Mindful Learning will ensure to protect the privacy of all past and present applicants. This information is only used for the required background check. All information will remain **CONFIDENTIAL**.*

## **MENTOR CODE OF CONDUCT (COC)**

### **Mentor Creed**

I agree that as a mentor I will maintain a standard of **excellence** in conduct, appearance, and performance of my duties as stated in this document.

All team members are required to:

- Be accountable to their assigned leader
- Provide a positive role model for students
- Execute assigned curriculum
- Excite students about programs and learning
- Be committed and consistent
- Be prompt
- Be positive
- Be passionate

I understand that the relationship between a mentor and a student is solely of academic/advisory nature. Unacceptable behavior includes, but is not limited to the following:

- Romantic involvement
- Unauthorized student contact
- Sexual harassment
- Physical harm
- Excessive tardiness
- Unexcused absences
- Discrimination
- Verbal abuse
- Unprofessional conduct at school sites

### **Attendance and Punctuality**

Mentors are expected to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other mentors, employees, and on your work site management. In the rare instances when mentors can not avoid being late to work or are unable to work as scheduled, you should notify your leader as soon as possible in advance of the anticipated tardiness or absence and make appropriate arrangements for a substitute.

- One unexcused absence will result in hours/monetary deduction.
- Two unexcused absences will result in hours/monetary deduction, a meeting with the leadership team, and possible suspension from the program.

### **Appropriate Attire**

All participants must wear appropriate attire (EX: school uniform) during sessions

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I hereby understand the requirements set by the Mentors in the Community Program and  
duly agree to abide by the constructs sent in this contract.

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

Mentor Signature: \_\_\_\_\_

Parent/Guardian Name (If applicant is under 18): \_\_\_\_\_

Parent/Guardian Signature (If applicant is under 18): \_\_\_\_\_

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