Women’s Equality Network (WEN) Wales Mentoring Programme

Participant Application Form

We’re delighted that you would like to apply for the WEN Wales Mentoring Programme. Please complete the form below and return it to [mentoring@wenwales.org.uk](mailto:mentoring@wenwales.org.uk) along with a concise CV and your Diversity Monitoring Form. **The closing date for applications for the Mentoring Programme is 1800, Monday February 26th 2018.**

This programme is about women, their public life goals and their aspirations. The aims of the scheme are to increase women’s political understanding and confidence, increase the impact and influence of women in public life and politics, through increase in public speaking skills, understanding of how the Welsh Assembly works, and standing for public office and to increase women’s networks. The scheme will make a difference to your achievements in political and public life for many years to come.

The Women’s Equality Network team will use the information you provide on this form to process and evaluate your application. This information may also be used for Programme administration and for the purposes set out at the end of this form.

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| --- | --- |
| **First name** |  |
| **Surname** |  |

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| --- | --- |
| **Place of work** |  |
| **Position** |  |
| **Home Contact address** |  |
| **Tel** |  |
| **Mobile** |  |
| **Email** |  |

**Who are we looking for?**

Applications will be accepted from women and the following criteria will be used for selection by the WEN Wales streering Group:

1. All participants need to demonstrate that they have a keen interest in politics and public life and are keen to develop their contribution to politics or public life.
2. Participants need to articulate clear personal goals they wish to achieve and the skills area they wish to develop through the programme. This may be an area where they already have some experience or a new skill area.
3. Participants will be selected from across Wales
4. We welcome applications from participants who are at different stages of their political or public life.

Please answer the questions below. For guidance, we are looking for answers of no more than **250 words.**

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| Why do you want to come on the Mentoring Programme? In what ways do you hope this Mentoring Programme will benefit you? |
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| How have you gained skills, experience and understanding of political or public life to date? |
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| What do you think makes you distinctive? |
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| What could you give to other women on the programme? |
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| 1. **What have you done which has had the most impact on others?** |
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| 1. **Consider the skills framework attached to this form. Which are the main skill areas you want to develop on the scheme and what are your goals for the future?** |
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| Do you have any regional preferences for where you meet your mentor? |
| * North Wales * South Wales * Mid Wales * West Wales |

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| Are there other issues we should take into consideration? E.g. access requirements? Location? Availability? |
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**Completing your application**

I confirm that in submitting this application I have read and understood the terms and conditions and that I have the authority to agree them.

|  |  |
| --- | --- |
| **Participant Name** |  |
| **Date** |  |

**Please submit this form to** [**mentoring@wenwales.org.uk**](mailto:mentoring@wenwales.org.uk) **along with a concise CV and your completed Diversity Monitoring Form by 1800, Monday February 26th 2018.**

Terms and conditions

These terms and conditions apply to all participants on the Mentoring Programme run by WEN Wales.

**Participation**

1. A place on the Mentoring Programme is subject to acceptance of the application by WEN Wales, and is not transferable to another individual.
2. If a participant, having started the Programme then withdraws from the Programme for any reason, it is not guaranteed that the participant will be allowed by WEN Wales to resume participation.
3. WEN Wales Programme team will seek regular responses and progress reports from participants. Participants are asked to respond within the given timescale.
4. WEN Wales will organise at least **FOUR** training events during the Programme which are **compulsory** for participants to attend as a condition of acceptance of a place on the programme. The team reserves the right to make a charge for participants who do not attend these events.
5. WEN Wales retains the right to change the agenda for the Mentoring Programme without notice to the participants.
6. WEN Wales will make every effort to give participants reasonable notice in advance if there are changes to the programme.

**Conduct during the Programme**

1. We expect participants to respond to correspondence from WEN Wales Mentoring Programme team **within five days or less if specifically asked to do so**.
2. It is the participant’s responsibility to ensure that while participating in the Mentoring Programme and while on any third-party premises they not behave in an improper or disorderly manner or in a way which risks or causes damage to property, or in a way which is in breach of the terms and conditions of those premises.
3. In the event of such improper behaviour, WEN Wales will have the right to require the participant to withdraw from the Programme.
4. The participant will be liable for any expenses or other liability incurred or suffers as a result of any such improper behaviour.
5. Materials given to participants during the duration of the Programme are the intellectual property of WEN Wales and the contents cannot be reproduced, in full or part, without prior written consent by WEN Wales.

**Data protection**

WEN Wales is the data controller for the purposes of the Data Protection Act 1998. Please email if you have any queries relating to the use of your data.

If accepted as a participant on the Mentoring Programme you are agreeing that WEN Wales may use your data for the following purposes:

* We will use your contact details to send you information relating to the Programme and to request feedback as part of our Evaluation Strategy.
* We may share your name, job title, employer organisation and Programme attended as part of our future promotional materials. We will clear this with you beforehand.

To opt out, please tick:

* We may share your contact details including email address to other participants of the Mentoring Programme.

To opt out, please tick:

Except in connection with the activities described above or where required to do so by law, we will not disclose your data to third parties without your permission WEN Wales takes all reasonable precautions to prevent the loss, misuse or alteration of data.