



National Conference of Bankruptcy Clerks Mentorship Program Mentee Application

The purpose of the NCBC Mentoring Program is to pair a seasoned and experienced NCBC member (the Mentor) and a NCBC member in good standing (the Mentee) to enhance the Mentee's professional and personal development and to expose the Mentee to leadership, education and advocacy opportunities within NCBC and the judiciary. The structured portion of the Program mentoring relationship is intended to last six (6) months, but it is hoped that the informal relationship will last a lifetime.

The NCBC Mentoring Program is highly selective so you are encouraged to take your time to complete this Application fully and accurately.

Name: _____ Position Title: _____

Title of Court or Organization: _____

Court Jurisdiction: _____

Address 1: _____

Address 2: _____

City/State/Zip: _____

Office Phone Number: _____ Email: _____

Years of working in courts: _____ Years as NCBC member: _____

Years in court management and/or administration: _____

Approximate number of employees working for your court: _____ Number of Judges: _____

Number of employees under your supervision and/or administration: _____

Indicate three (3) specific/measurable professional goals you would like to achieve during the program?

1.

2.

3.

Indicate the areas of specific career interest you will be exploring during this program? For example budgeting/finance, human resources, court operations, information technology, project management and/or assistance with a specific project. Please state WHY this area or areas are of interest to you.

Indicate three (3) to five (5) of your most relevant achievements which may highlight your ability to succeed in this program. For example participation on committees or in leadership roles and/or completion of programs through the FJC, JOU, Courts Learn, MSU or other type of relevant education/training.

- 1.
- 2.
- 3.
- 4.
- 5.

Please describe what you think the mentor's role should be in this mentoring relationship?

Additional comments: (This section provides you with the opportunity to share any other reasons why you think you would be a successful candidate for this program)

Availability: Check all that apply.

How often would you like to communicate: weekly biweekly monthly

What days and times would you like to communicate:

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|--------|----|---------|----|-----------|----|----------|----|--------|----|
| am | pm | am | pm | am | pm | am | pm | am | pm |

What is your preferred method of communication: email telephone video conferencing

I have notified my immediate supervisor of my participation in the NCBC Mentoring Program. _____ (initials)

Signature

Date

Electronic Signature - By typing your name you certify that the information provided is true and complete to the best of your knowledge.

**To submit your application please save or print and scan this document.
Return by email to: mona_sparks@kyeb.uscourts.gov**