



## Mentoring application form – Mentees

Thank you for applying to be on the Katuka Mentorship Programme. This form helps us to find the right mentor for you. Please see the mentoring guidelines for further information. ([Transfer of Skills for Greater Success | Katuka Coaching & Mentorship](#)) This form is confidential to Katuka Mentorship Programme for learning and organisational development and the mentoring matching panel as designated in the mentoring programme.

Please complete this form as fully as possible. The information you provide will help us to match you with a mentor that has the experience and skills that closely match your development/learning needs. **We charge a Registration Fee of N\$ 150 to cover administrative costs.**

### 1. Personal Information:

<b>Name and Surname:</b>			
<b>ID:</b>			
<b>Street Address:</b>		<b>City:</b>	
<b>Employer:</b>			
<b>Street Address:</b>		<b>City:</b>	
<b>Job Title:</b>			
<b>Occupation: department:</b>		<b>How long in current position:</b>	
<b>Cellphone:</b>		<b>Work Telephone:</b>	
<b>Personal email:</b>		<b>Work Email:</b>	
<b>Education and qualifications: Start with most recent</b>			
<b>Institution</b>		<b>Qualification</b>	



## 2. Mentee Information:

**Please give a brief overview of your current job, main responsibilities, and career to date.**

**Please briefly state what you want to achieve from mentoring.**

**Please identify your areas of development that you would like to be mentored on.**

<b>Areas of Expertise and Knowledge</b>	<b>Tick</b>
Knowledge of Katuka and its culture	
Knowledge of/or previous experience as a mentor	
Communicating effectively	
Confidence and assertiveness	
Dealing positively with change	
Improving resilience, work life balance and well being	
Management or moving into a management role	
Leadership or moving into a leadership role	
Negotiating and influencing skills	
Networking opportunities	
Personal organisational skills and workload management (prioritising, planning and time management)	



Project management	
Managing external suppliers	
Problem solving	
Strategic thinking and implementation	
Career development and planning e.g., any particular professional specialism- (Medical doctor) <b>Specific areas:</b>	

**Please list other specific areas of knowledge and experience relevant to professional and support roles not listed above that you would like to be mentored on, e.g., managing planning, supporting research.**

**Do you have any specific preferences in terms of the person you would like to have as a mentor? E.g., Manager, non-manager, or an entrepreneur? We will take your preferences into consideration when matching, though it may not be possible to meet your preference.**

<b>Choose a category:</b> <input type="checkbox"/> Corporate or NGO	<input type="checkbox"/> Professional	<input type="checkbox"/> Entrepreneur/Business owner
<b>Any other:</b>		

**5. References:** General reference (e.g., immediate head)

i) Name:	
Address:	Tel:
i) Name:	
Address:	Tel:

### 3. Applicant Declaration:

The information on this form will be used by the mentoring matching group.

By signing this agreement, you will have your manager's approval to be a mentored. It is expected that you will attend 3 training events, adhere to the mentoring scheme, actively participate in the mentoring process and contribute to the evaluation of the Programme.

1. Orientating training – scheduled for beginning of February, in-person event (Wed & Fri morning 5 hours)
2. April and August training take place in-person (3-hour training each)



---

## Line Manager Endorsement

I confirm the applicant's suitability to be a mentee, \* verify their experience and skills and agree to their participation.

\*(Please see the mentoring guidelines)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

---

## 4. Rules and regulations:

1. Application forms should be completed by the applicant personally.
2. All application forms should be accompanied by certified copies of the following documents (note that the company shall accept no responsibility for original documents):
  - i) Certified copy of proof of nationality; ii) Certified copies of qualifications
3. **Proof of registration fee payment. (N\$ 150) \*(banking details below)**
4. Completed application forms must be e-mailed or 3.
5. Completed application forms must be e-mailed or delivered to the following address:  
[desere@katuka.online](mailto:desere@katuka.online) or [desere@economist.com.na](mailto:desere@economist.com.na)
6. Applicants will be advised in writing of the decision of the KMP.
7. The granting of participation lies within the sole discretion of KMP and their decision is final - no correspondence will be entered into this regard.
8. All applications will be confidential and all information exchanged during the formal mentorship relationship is confidential.
9. Successful candidates will be expected to comply with the procedures and code of ethics of this programme. Failure to comply herewith, may result in the immediate and without prejudice withdrawal of participation.
10. Any decision in this regard will lie within the sole discretion of the KMP.

### Initial the two statements below:

\_\_\_\_\_ I understand that the mentorship programme involves spending a minimum of one hour every month, via face-to-face contact, email, skype, text or phone, for the year with an assigned mentor.

\_\_\_\_\_ I understand that I will be required to complete a mentor programme orientation as scheduled by February 2025 and I commit to participate and attend all scheduled activities for the programme during the year 2025.

I, the undersigned, declare that the information contained in this form is true and correct and I also acknowledge that false information invalidates this application.

Signed \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2024.  
Signature of applicant.

**Thank you for completing this form.**

**Please return to:** Desèré Muller, Programme Director:

**Email:** [desere@katuka.online](mailto:desere@katuka.online) or [desere@economist.com.na](mailto:desere@economist.com.na)

**Deliver to:** Namibia Economist, 7 Schuster Street, Windhoek.

<p>*Banking details: Namibian Businesswomen, Standard Bank Branch Ausspannplatz: 08267200 Account: 241666007 Reference: Full name</p>
---