



*AFFILIATED WITH THE FEDERAL WAY CHAMBER OF COMMERCE*

## **Personal Academic Student Support (PASS) Mentoring**

### **Application Instructions**

Thank you for your interest in the PASS Mentoring Program. Please fill out the application form as directed below if you would like to be considered as a mentor for the program.

The first page of the mentor application asks for some basic information, such as your name, address, phone number, emergency contact and information about your current employer. It also includes a few open-ended questions to allow us to learn a little bit more about you and your background. Please fill out this first page as completely as possible.

The second page of the application will be used for CIS to complete a Washington State background check on each potential mentor. The safety of the students is of the utmost importance to us, and so we require each potential mentor to complete this form.

The third page of the application asks for four references whom CIS Federal Way can contact to vouch for your character and ability to work with children. We will contact these references by mail so please be sure to write legibly on this form, and include the contact information of four individuals who know you well. (Please do not include relatives). Please sign and date the bottom of this page to indicate that everything you have written in your application is true, complete and correct to the best of your knowledge.

The fourth page is the agreement between you (the mentor) and CIS Federal Way. Please read all statements carefully and sign.

The fifth page of the application is a mentor interest questionnaire, which will be used to match you with a student who has similar interests and personality traits to you. Students will also be asked to fill out a similar questionnaire, and matches will be made by the Executive Director and the school liaisons.

The sixth page of the application will in no way be used in mentor selection. We would appreciate this data to be used for mentor recruitment and grant reporting.

When the application is complete, please send the entire application to:

PASS Mentoring Program  
CISFW  
P.O. Box 3440  
Federal Way, WA 98063