

CONTACT FORM FOR MENTEES & COACHEES

Welcome to the "Settle*In" project.

Thank you for your interest in our offer.

We would be delighted if you took a moment to fill out our questionnaire.

We will then get in touch with you to discuss the next steps.

Please note that this contact form also includes questions that may be considered very personal and private.

Your answers in the questionnaire will help us to find suitable mentors or coaches for you. If you don't want to answer certain questions now, that's perfectly fine.

For the next step, we will arrange a meeting to get to know each other (Zoom/presence).

If you have any questions in advance, you can contact us by phone at 040 334241-463, 040 334241-464 or via e-mail (Settle-in@kwb.de).

GENERAL CONDITIONS

With your signature you allow the project "Settle*In" of the Koordinierungsstelle Weiterbildung und Beschäftigung e.V., Kapstadtring 10, 22297 Hamburg, to process your personal data for the implementation of the program. You can find the complete KWB e.V. privacy policy [here](#).

Anonymized data will be forwarded to the Federal Ministry of Education, Family Affairs, Senior Citizens, Women, and Youth to comply with the obligation to provide data. For internal project purposes, the data will be passed on anonymously to potential tandem partners. For this purpose, independent consent will be given during a personal meeting. Beyond this, no personal data will be passed on to third parties. You can request the deletion of your data at any time and have the right to inspect the stored data at any time. If you have any questions about data protection, you can contact the data protection officer at KWB e.V., Kapstadtring 10, 22297 Hamburg, +49 40 334241-0, e-mail: datenschutz@kwb.de.

Your consent can be revoked at any time.

- ☐ I agree to take part in the KWB e.V. introductory meeting via Zoom.
- ☐ I consent to the collection and processing of my data for the "Settle*In" project.
- ☐ The information I have provided is true.

CONTACT INFORMATION

First name¹: _____

Family name²: _____

Postal code, place of residence: _____

Phone number (mobile or landline number): _____

E-mail: _____

ABOUT YOU

Year of birth: _____

Preferred pronoun(s): _____

In which languages do you feel comfortable? _____

¹ It does not have to be the first name that appears on your ID, but the one you like to be addressed by.

² It does not have to be the surname that appears on your ID, but the one you like to be addressed by, when you wish.

CURRENT EMPLOYMENT (multiple answers possible)

- ☐ Care work at home
- ☐ Integration course
- ☐ Jobseeker
- ☐ Parental leave
- ☐ Professional (employed), namely: _____
- ☐ Professional (self-employed), namely: _____
- ☐ Student, namely: _____
- ☐ Training, namely: _____
- ☐ Volunteer, namely: _____
- ☐ Waiting for work permit
- ☐ Other employment, namely: _____

REQUESTS

- ☐ Coaching
- ☐ Mentoring
- ☐ Both

MAIN TOPICS (Multiple answers possible)

- | | |
|---|--|
| ☐ Anti-discrimination | ☐ Gender identities |
| ☐ Application management | ☐ Gender stereotypes |
| ☐ Career/career path | ☐ Having a job interview (e.g. after parental leave or illness) |
| ☐ Community connection, namely:
_____ | ☐ How to conduct a job interview |
| | ☐ Professional entry |
| ☐ CV | ☐ Professional re-entry (e.g. after parental leave or illness) |
| ☐ Dual education/dual studies | ☐ (Professional) education system in Germany |
| ☐ Empowerment | ☐ Promotion |
| ☐ Further training | ☐ Sexual and/or romantic orientation |

- | | |
|---|---|
| ☐ Studies | ☐ What am I looking for? |
| ☐ Training/education | What is my perfect workplace? |
| ☐ (Vocational) education system in Germany | ☐ Writing a cover letter |
| ☐ Work/life balance | ☐ Where can I find jobs that are relevant to me? |

☐ Other: _____

WHAT SPECIALIST KNOWLEDGE AND EXPERIENCE SHOULD MY COUNTERPART IDEALLY HAVE IN MENTORING/COACHING? (multiple answers possible)

- | | |
|--|--|
| ☐ Assertion strategies | ☐ Expertise, namely in: |
| ☐ Conflict management strategies | _____ |
| ☐ Contacts and networks, namely in: | ☐ Life experience, namely in: |
| _____ | _____ |
| ☐ Experience abroad | ☐ LGBTQIA* identity, respectively expertise |
| ☐ Experience in dealing with discrimination | ☐ Migration history and/or refugee experience |
| ☐ Experience in dealing with gender stereotypes/
equality issues | |
| ☐ Other: _____ | |

FOR ME, MENTORING/COACHING CAN BE CONSIDERED IN THE FOLLOWING FORMATS:

- ☐ In presence
- ☐ Digital
- ☐ Both

HOW DID YOU FIND OUT ABOUT "SETTLE*IN"?

- | | |
|---|--|
| ☐ Internet research/homepage | ☐ Recommended by a friend |
| ☐ Instagram | ☐ Recommended by family members |
| ☐ Settle*In flyer | |
| ☐ Other: _____ | |

WHAT ELSE IS IMPORTANT TO ME (e.g. biographical information, interests, voluntary work)

PLEASE LIST THREE SUGGESTED DATES FOR AN INTRODUCTORY MEETING WITH OUR PROJECT TEAM STARTING IN TWO WEEKS AT THE EARLIEST:

1. _____
2. _____
3. _____

I WOULD LIKE TO ATTEND AN INTRODUCTORY MEETING:

- ☐ In presence at KWB e.V.
- ☐ Via Zoom

NEED FOR ACCESSIBILITY:

- ☐ Yes, in relation to _____
- ☐ No

Place, Date

Signature

Thank you for completing the questionnaire!

As soon as you send us the questionnaire, we will contact you to discuss the next steps.

We look forward to hearing from you!