

**Application for inclusion on Mentor Panel 2017-2018**

**1. Specialist Field(s):**

**2. Mentor/Company Contact Details:**

Name: _____	Company/ T/a _____
Postal Address: _____	
_____	
Email address: _____	Tel No: _____
Website address: _____	

**3. Mentor Service Details: (Aims, outcomes, content, evaluation etc)**

*(Additional material may be attached to this document not exceeding 4 A4 pages)*

**4. Methods, skills and expertise you will apply to undertake the work involved:**

**5. Brief Details of Qualifications & Expertise.**

**6. The quotation sum:**

*Denoted in Euro. Please provide a fully inclusive daily, half daily and hourly rate for mentoring. The rate should include travel, report etc. Please indicate if VAT will be charged.*

**Full day € \_\_\_\_\_**

**Half day € \_\_\_\_\_**

**Hourly rate € \_\_\_\_\_**

**7. A listing of similar programmes / contracts on which you or your company has worked:**  
*Please note that the Local Enterprise Office reserves the right to contact references given for details and/or testimonials.*

**8. Please submit or ensure that the following documents are on file with the Local  
Local Enterprise Office Tipperary:**

Current Tax Clearance Certificate

Current Professional Indemnity Insurance

Current Health and Safety Certificate

Signed:

Date:

If you have any queries or require additional information please do not hesitate to contact Ms. Ita Horan (052 6129466). The closing date for submission of all applications **is 5.00p.m. on Tuesday 1st November 2016**. Applications can be submitted to Local Enterprise Office, Ballingarrane House, Cahir Road, Clonmel, Co. Tipperary by e-mailing [quotations@leo.tipperarycoco.ie](mailto:quotations@leo.tipperarycoco.ie).

**Please Note:**

- (1) Quotations received after the closing deadline will not under any circumstances be considered.
- (2) Only fully completed applications that have all the necessary supporting documentation enclosed will be considered.