

Kingsclere Almshouses Charity

Application Form

Data Protection Statement: It is part of the Trustees' responsibilities to ensure that applicants for almshouses are suitably qualified under the terms of the charity's governing document. Trustees, therefore, need to investigate the personal circumstances of applicants. **The Charity complies with the regulations for data security under the General Data Protection Regulations (GDPR). The data we collect has been classified as Sensitive Data under Article 9 of GDPR. We have strong procedures and policies in place to protect the collection and storage of this data.** The personal data supplied on this form and other information relating to an almshouse appointment or your care management will be held on file. **Some details may be checked with relevant organisations since the charity reserves the right to investigate and verify what you write in this form,** but no details will be disclosed for any inappropriate purpose. You may have access to your personal information on request.

Section 1 – About You (First Applicant)

Title	
Full Name	
Current Address inc Post Code	
Length of Time at this address	
Telephone Number	
Mobile Number	
Email Address	
Date of Birth	
Marital Status	

Employment History

Please give details of your current occupation (if any) and brief details of your employment history	
--	--

Second Applicant [*Please complete if relevant*]

Title	
Full Name	
Current Address inc Post Code	
Length of Time at this address	
Council Tax Band	
Telephone Number	
Mobile Number	
Email Address	
Date of Birth	
Marital Status	

Employment History

Please give details of your current occupation (if any) and brief details of your employment history	
--	--

Section 2 – About Your Family

Next of Kin	
Relationship	
Address inc Post Code	
Telephone Number	
Mobile Number	
Email Address	

Section 3 – About Your Present Home

Type of Accommodation (i.e., 3-bedroom house, Flat)	
Do you or your Spouse own the property?	Yes/No
If Yes, what is the current estimated value?	£
What is the Council Tax Band for this property?	
Is there a mortgage outstanding on the property? If yes, how much is outstanding? If there is no mortgage, please write NONE.	Yes/No
If you do not own the property where you currently live, who is the owner of this property?	
Is this person related to you in any way? If Yes, what is the relationship?	Yes/No
If you, or your spouse have ever owned the property where you currently live, in what circumstances did you cease to be the owner?	
If rented, please give the name and address of the landlord.	
What is the current rent per week?	£
Do you receive Housing Benefit or other Benefits to help with housing costs?	
Do you receive Council Tax discount or reduction?	
Why do you wish to leave your present accommodation?	
What are your intentions regarding your current accommodation if you are appointed to an almshouse?	
If you or your partner own property other than the one in which you live now, please give the address details including Post Code. This should include property owned abroad as well as in the UK:	

Section 4 – Your Income

To enable the trustees to assess your application, please provide the following information. This should include details of all sources of income and state how frequently you receive them, i.e., weekly, monthly or annually:

	Amount	Frequency
<p>Pensions</p> <p>State retirement pension Pension paid by a past employer. Private Pension Widow/Widower's pension Any other pension</p>		
<p>Social Security Benefit</p> <p>Pension Credit Attendance allowance Universal Credit Any other benefits</p>		
<p>Other Income (Optional)</p> <p>Annuities Bank Deposit Account Building Society Account Investments Renting property or land that you own Grants from a charity Financial assistance from a relative or friend From a Trust Fund Any other income – please give full details:</p>		
<p>Employment or self-employment</p> <p>Please explain the type of employment and hours of work. You will be required to bring evidence of earnings such as payslips or proof of earnings (if self-employed) to interview.</p>		

Section 5 – About Your Health and Social Factors

<p>Are you able and willing to live independently and look after yourself and your accommodation?</p>	
<p>Please give details of any significant illnesses, injuries, or operations during the last five years.</p>	
<p>Are you currently receiving treatment for any illness? If Yes – please give details.</p>	<p>Yes/No</p>
<p>Are there any other health or social factors that you would wish the trustees to take into consideration when assessing your application? If Yes – please give details.</p>	<p>Yes/No</p>
<p>Name and full address of your GP</p>	
<p>The charity may wish to write to your GP asking him to complete a medical certificate to enable your application to be considered further. If you are appointed as a resident and, at a later date the trustees become concerned about your health and/or your ability to continue to live independently they may need to obtain a further medical report.</p> <p>By signing this form for you consent to the charity contacting your GP to authorise them to provide us with medical information about you either now or in the future</p>	
<p>Do you have a conviction which is not spent under the Rehabilitation of Offenders Act 1974? If Yes - please provide details.</p> <p>This information will be processed solely for the purposes of this application.</p>	<p>Yes/No</p>

Section 6 – References

Please give the names and contact details of two responsible people (not relatives) who know you well and whom the charity may approach for a reference. If you are currently renting accommodation, one of the referees should be your current landlord.

Please indicate how you know the referees. We will never disclose sensitive personal data to the referees, but we will supply them with basic information regarding you and your application.

Referee No 1		Referee No 2	
Name		Name	
Address Inc Post code		Address Inc Post code	
Telephone No		Telephone No	
Mobile Telephone No		Mobile Telephone No	
Email Address		Email Address	
How you know the Referee		How you know the Referee	

Section 7 – Declaration

I have read the charity's Conditions of Entry and believe that I am eligible to apply to live in one of the charity's almshouses.

I declare that the information given in this application is correct and complete to the best of my knowledge and belief.

I understand that the Trustees would be entitled to terminate any appointment to an almshouse dwelling I may be given as a result of this application, if my answers in this application form are untrue, or misleading in any respect (for example, due to omitting or misstating relevant facts).

I accept that if I am appointed as a resident, I shall be a beneficiary of the charity and not a tenant. Any weekly sum I pay will be a maintenance contribution and not a rent.

I confirm that I am able to look after myself and to live independently, with the assistance of family and social services if necessary.

I consent to my GP or other medical attendant providing the charity with a medical certificate or report about my health and condition now or at a future date in accordance with the terms of the attached form of authority.

I consent to the charity holding personal and sensitive data relating to me and my personal circumstances in accordance with the General Data Protection Regulations (GDPR).

I understand that I have the right to request access to the information that is held by the Charity relating to my data. I understand that I have the right to decline to provide information requested within this form.

The charity is obliged to check the immigration status of prospective residents and will need to see proof of identity such as passport or driving licence.

I agree that the charity may contact me, my preference for contact is by: (Please tick as appropriate.)

email post telephone Mobile Phone

Signature	
Name (Please print in CAPITAL LETTERS)	
Date	

Please return your completed application to:
The Clerk, Jan Pearce,
Russell House.
Ashford Hill Road,
Headley,
Thatcham,
Berks,
RG19 8AB

Reviewed May 2021