

Application for accommodation

Please complete this form in BLOCK CAPITALS



FOR OFFICE USE ONLY

Ref num:

SECTION 1: APPLICANT DETAILS

Please provide a passport size photograph of the main applicant

Please provide a passport size photograph of the joint applicant

Main applicant

Title	Mr / Mrs / Miss / Ms / Dr		
First name	<input type="text"/>	Last name	<input type="text"/>
NI number	<input type="text"/>	Date of birth	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>		
Home telephone	<input type="text"/>	Work telephone	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>

Joint applicant

Title	Mr / Mrs / Miss / Ms / Dr		
First name	<input type="text"/>	Last name	<input type="text"/>
NI number	<input type="text"/>	Date of birth	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>		
Home telephone	<input type="text"/>	Work telephone	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>

What language do you prefer to communicate in?

English Other (please specify below)

How do you prefer to be contacted?

SECTION 2: HOUSEHOLD INCOME

Main applicant

Economic status:

Employed Unemployed

Joint applicant

Economic status:

Employed Unemployed

Income	Main applicant	Joint applicant	How often do you get this?
Wages	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Incapacity	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Income support	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Job seekers	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
State pension	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Pension tax credit	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
DLA	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Child benefit	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Child tax credit	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Working tax credit	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
TOTAL	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>

SECTION 3: DISABILITY

Main applicant

Do you have a disability?

Yes No

Do you use a wheelchair?

Yes No

Is your home currently adapted for a disability?

Yes No

Joint applicant

Do you have a disability?

Yes No

Do you use a wheelchair?

Yes No

Is your home currently adapted for a disability?

Yes No

If you said yes to any of the questions in section 3, please give details below.

SECTION 4: CURRENT OCCUPANCY

Main applicant

How long have you lived at your current address?

months/years

Who is your current landlord?
(please include the name and address)

What is your current tenure?
(please tick)

- Council
- Housing association
- Family and friends
- Owner occupier
- Lodger
- Hostel
- Temporary accommodation
- Prison
- Hospital
- Tied accommodation
- Private landlord
- Other (please state below)

Joint applicant

How long have you lived at your current address?

months/years

Who is your current landlord?
(please include the name and address)

What is your current tenure?
(please tick)

- Council
- Housing association
- Family and friends
- Owner occupier
- Lodger
- Hostel
- Temporary accommodation
- Prison
- Hospital
- Tied accommodation
- Private landlord
- Other (please state below)

SECTION 5: PEOPLE WHO ARE MOVING WITH YOU (the 'moving group')

Title	First name	Last name	NI number	Date of birth	Relationship to main applicant

If anyone in the moving group is pregnant, please give her name and expected date.

PEOPLE WHO ARE NOT MOVING WITH YOU (the 'staying group')

Full name	Gender	Date of birth
1.	<input type="checkbox"/> Male <input type="checkbox"/> Female	
2.	<input type="checkbox"/> Male <input type="checkbox"/> Female	
3.	<input type="checkbox"/> Male <input type="checkbox"/> Female	
4.	<input type="checkbox"/> Male <input type="checkbox"/> Female	
5.	<input type="checkbox"/> Male <input type="checkbox"/> Female	

SECTION 6: PAST OCCUPANCY

Please give details of where you have lived for the past 5 years, if different from your current address

Full address	From	To	Tenure	Landlord name and address

SECTION 7: OTHER HOUSEHOLD DETAILS

Does anyone in your household have any unspent criminal convictions?

Yes

No

Is anyone in your household subject to an anti-social behaviour order (ASBO) or had action taken against their tenancy?

Yes

No

If you said yes to any of the above, please give details below, including their date of birth, date of conviction and conviction details.

Does everyone in your household have the right to remain in the UK?

Yes

No

If you are not a British citizen, what is your status?

SECTION 8: YOUR REQUIREMENTS

Are you interested in sheltered housing for older people? Yes No

Are you interested in supported housing where you can get extra help to live independently? Yes No

Would you like to talk to someone about help and support you need now, or might need in the future? Yes No

Do you have a support worker, or have you received support within the last 2 years? Yes No

If yes to any of the above, please give details below:

What type of home do you need? (please tick)

Ground floor flat

Above ground flat

Terrace house

House with garden

House

Bungalow

Disabled property

Studio

How many bedrooms do you need?

If you need an extra bedroom, please tell us why below:

Do you require a furnished or part furnished tenancy? Furnished Part furnished

Do you want to bring a pet? Yes No Please give details:

SECTION 9: WHERE DO YOU WANT TO LIVE?

Please refer to the 'Where our homes are' booklet you received with this application form and tell us which areas you would like to live. Also tell us which areas you would not consider living in.

Which areas would you like to live?

Which areas would you NOT like to live?

SECTION 10: REASON FOR APPLICATION

Please tell us your reasons for needing a home below. You should provide proof of your circumstances, for example, medical, poor state of repair, harassment. Please refer to the application guidance at the end of this form for examples of proof. (If you do not prove your reasons for re-housing, they cannot be taken into account when your application is considered):

SECTION 11: WHERE DID YOU HEAR ABOUT US? (please tick)

Family/friends

Walked into office

Council

Another housing association

Advertisement

The internet

To let sign

Other (If other, please state in the space below)

SECTION 12: OTHER DETAILS

Are you related to any member of staff or board members of Great Places Housing Group or its subsidiaries?

Yes

No

If yes, please give details below:

SECTION 13: EQUALITY AND DIVERSITY

What is the ethnic origin of your household? (please tick one box only)

	Main applicant	Joint applicant
White British	<input type="checkbox"/>	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	<input type="checkbox"/>
Mixed white and black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
Mixed white and black African	<input type="checkbox"/>	<input type="checkbox"/>
Mixed white and Asian	<input type="checkbox"/>	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>	<input type="checkbox"/>
Asian or Asian British Indian	<input type="checkbox"/>	<input type="checkbox"/>
Asian or Asian British Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
Asian or Asian British Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
Asian or Asian British Chinese	<input type="checkbox"/>	<input type="checkbox"/>
Any other Asian or Asian British background	<input type="checkbox"/>	<input type="checkbox"/>
Black or black British Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
Black or black British African	<input type="checkbox"/>	<input type="checkbox"/>
Any other black or black British background	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state in the space opposite)	<input type="checkbox"/>	<input type="checkbox"/>

If you do not wish to give this information, tick here:

Other (please specify)

SECTION 14: REFERENCES

All applicants must provide two references. We will contact your referees and they will have four weeks to respond to our requests. Your application will not be accepted onto the waiting list, until two satisfactory references have been provided. Refer to the guidance at the end of this application form before completing this section.

Main applicant

Name

Address

Position

Telephone number

Business email

Joint applicant

Name

Address

Position

Telephone number

Business email

Name

Address

Position

Telephone number

Business email

Name

Address

Position

Telephone number

Business email

SECTION 15: DECLARATION

I/We agree to Great Places Housing Group sharing information, carrying out checks and obtaining references from other organisations such as the police, local council, current or previous landlords and employers.

I/We confirm that the above information is a true statement of my/our current position.

I/We understand that if any of the information given is false, this application may be refused.

I/We are aware that if Great Places Housing Group discovers false information after you have been given a home, it may lead to an eviction.

Main applicant signature

Date

Joint applicant signature

Date

APPLICATION GUIDANCE

As a housing association we are committed to helping our applicants complete the re-housing process with as much ease as possible. If you have a question regarding this application form, you can either submit it in writing through our website, www.greatplaces.org.uk or by telephoning the customer access team on 0845 850 1966. You can also email the team at CAT@greatplaces.org.uk Alternatively, please refer to these guidance notes, for further help.

SECTION 1 – APPLICANT DETAILS

Main and Joint Applicant

Please make sure your name, national insurance number, date of birth, address with postcode are completed. If this information is missing your application cannot be processed.

SECTION 2 – HOUSEHOLD INCOME

Please complete details of any wages or benefits that is claimed for both the main applicant and the joint applicant.

SECTION 3 – DISABILITY

Please provide details of anyone in your current household who has a disability and any adaptations they have currently or will need in the future.

SECTION 4 – CURRENT OCCUPANCY

Please provide us with details of how long you have lived at your current address, and the details of your current landlord.

SECTION 5 – PEOPLE WHO ARE MOVING WITH YOU

People who are moving with you (the 'moving group')

Please make sure you provide details of each person moving with you. We need full name, national insurance number and date of birth. If someone in the household is pregnant, you will need to supply all maternity documents.

People who are NOT moving with you (the 'staying group')

We need to know details of the people who will NOT be moving with you, but currently live in the same property. This is to make sure we can assess your application for any awards you may be eligible for.

SECTION 6 – PAST OCCUPANCY

Please provide details of where you have lived for the past five years, if this is different from your current address. Include the full name and address of your landlord.

SECTION 7 – OTHER HOUSEHOLD DETAILS

Please provide details of any unspent convictions, and tell us if any of the people residing with you have been subject to an anti-social behaviour or conviction.

SECTION 8 – YOUR REQUIREMENTS

Sheltered housing is affordable housing for elderly people – these schemes have a scheme manager on site who offers support and advice for those who need it.

Support required

Let us know if you are interested in sheltered housing for older people. (over 55s)/ supported housing or if you have had a support worker within the last two years.

What type of home do you need?

Details of the type of home you need and bedrooms you require. If you require an extra bedroom we need information as to why.

Furnished tenancy

If you would like to be considered for a furnished tenancy please provide details as to why you need this.

Pets

Please note that we do not allow pets in flats. If you are moving to a house and want to bring your dog(s) it/they must be registered.

SECTION 9 – WHERE DO YOU WANT TO LIVE?

Please refer to the 'where our homes are' booklet you received with this application form and select the area(s) you would like to live. Also let us know if there are any areas that you will NOT consider.

SECTION 10 – REASON FOR APPLICATION

To support your application for re-housing please make sure you provide us with all the relevant documentation.

If you are applying for housing because you are homeless, then we will need to see evidence of this from the local authority

If you are pregnant, we will need proof of this via your maternity documents.

If you have any disabilities, we need to see evidence of this from your doctor and/or your occupational therapist's assessment of your needs.

If you are experiencing neighbour nuisance or harassment, we will need to see details of this.

SECTION 11 – WHERE DID YOU HEAR ABOUT US?

Let us know how you heard about us, this information is important to us for monitoring purposes.

SECTION 12 – OTHER DETAILS

Let us know if you or anyone included in your application is related to any member of staff or board members at Great Places Housing Group.

SECTION 13 – EQUALITY AND DIVERSITY

We use this information for monitoring purposes only, and it will not affect your application. If you do not wish to give us this information please tick the relevant box.

SECTION 14 – REFERENCES

We can accept references from the following:

Landlord - If you pay rent to a private landlord, a local authority (council) or a housing association, you must provide their details as your first referee. If you are not currently living in rented accommodation, but have done in the last two years, you must put your previous landlord as your referee.

If you are unable to obtain a reference from a private landlord, you must still provide proof of payment of rent. For example, a bank statement, housing benefit confirmation letter, although this will not be classed as a reference.

If you hold a joint tenancy, this will be accepted as a landlord reference for each applicant.

Support provider - If you receive support, for example, from a floating support worker, or have received support within the last two years, a reference from that support provider must be provided.

Employer - If you are currently in employment you must provide your employer's details as a referee. If you are currently out of work but have worked in the last two years, you must provide details of your previous employer as a referee.

If you have not worked in the last two years, a reference may be obtained from a school/college tutor or alternatively a senior member of a voluntary agency, which has employed you in a voluntary capacity. The referee must have known you for at least three months.

Other - Where only one, or none of the above references can be provided, a professional person who has known you for at least two years, in a professional capacity, can provide a reference (see the list below). If you are unsure if a person will be a suitable referee, please contact the customer access team on 0845 850 1966 to check.

- School teacher/college tutor
- Social worker or other community care worker/support worker
- Probation officer/youth offender worker
- Doctor/community psychiatric nurse/other health professional
- Mortgage lender
- Community leader/member of the clergy or other religious leader
- Welfare benefits advisor

SECTION 15 – DECLARATION

Applicant and joint applicant (if applicable) must sign and date the declaration. Your application will be returned to you if this is not completed.

About Great Places Housing Group

We work in neighbourhoods all over the north to help them thrive, shine and be truly great places to live. We develop and manage some of the best affordable housing around and provide all sorts of community support, always with passion, imagination and dedication.

Great Places is a housing association that provides over 15,000 high-quality homes in 30 council areas across the north west and beyond. We count all sorts of organisations among our family and friends. We're constantly working with others to find superb solutions to housing and community needs, and turn grand plans into workable, sustainable reality.

What is a housing association?

Housing associations are independent bodies that provide low-cost housing to rent and buy, together with many other services. Most of their income is from rents and, although housing associations are not part of the public sector, many receive government funding - for example, to build new homes, provide specialist housing or regenerate neighbourhoods.

Associations are also able to borrow against their property holdings on the private market.

Although run as independent businesses, they do not trade for profit and any trading surplus is ploughed back into the business. Their work is regulated by the Tenant Services Authority.

Housing associations are now the UK's major providers of new homes for rent while many, including Great Places, also offer property for shared ownership to help people who cannot afford to buy their own homes outright.

Much of the supported accommodation in the UK is also provided by housing associations. For example, Great Places' projects include purpose-built housing for people with mental health needs and teenage parents, providing specialist support to residents and help them to prepare for independent living.

Many, including Great Places, are involved in projects beyond housing, such as community regeneration, employment training and support for social enterprise, and work with local authorities and a range of other partner organisations.

Housing associations are managed by boards which have overall responsibility for the work of the organisation. Board members may include representatives from local authorities, community groups, residents, businesspeople and politicians.

The National Housing Federation campaigns for better housing and neighbourhoods on behalf of all housing associations, and the principal professional body for employees is the Chartered Institute of Housing.

এটি হচ্ছে গ্রেইট প্লেইসেস্ হাউজিং গ্রুপের ঘরের জন্যে আবেদন করার ফর্ম। অনুগ্রহ করে এর সব অংশ পূরণ করুন এবং আগাম ডাকমাশুল পরিশোধিত (প্রি-পেইড) খামে ভরে ফেরত পাঠিয়ে দিন। যদি এই ফর্মটি পূরণের ক্ষেত্রে আপনার সাহায্যের প্রয়োজন হয় অথবা যদি আপনি এটি ভিন্ন কোন ভাষায়, মোটা হরফে কিংবা ব্রেইলে পেতে চান, তবে অনুগ্রহ করে আমাদের কাস্টোমার এক্সেস্ টিমের কাছে 0845 850 1966 নম্বরে ফোন করুন অথবা 07797 870 734 নম্বরে একটি টেক্সট পাঠিয়ে দিন।

Bangla

此为佳居房屋中介集团(Great Places Housing Group)申请表。请填写表格上所有栏目后，连同回邮信封一并交回。若需要任何填表方面的帮助，欲索取另一种语言的申请表、大字版的申请表，或需盲人点字版的申请表，请拨打 0845 850 1966，或传短信至 07797 870 734 向本集团的客服部门求助。

Chinese

This is an application form for housing with Great Places Housing Group. Please complete all sections and return in the pre-paid envelope. If you need help completing this form, or you would rather have it in another language, large print or Braille, please telephone our Customer Access Team on 0845 850 1966 or send a text to 07797 870 734.

English

این فرم تقاضا نامه مسکن برای گروه مسکن گریت پلیسیز میباشد. خواهشمندیم کلیه قسمتهای فرم را پر نموده و آنرا در پاکت پیش پرداخت شده برایمان ارسال دارید. اگر برای پر نمودن فرم نیاز به کمک دارید و یا مایلید آنرا به زبان دیگری و یا چاپ درشت و یا به خط مخصوص کوران دریافت نمائید، لطفاً با گروه دسترسی مشتری با شماره تلفن 0845 850 1966 تماس بگیرید و یا تکست خود را به شماره ذیل ارسال دارید 07797 870 734.

Farsi

Ceci est un formulaire de demande pour le logement avec Great Places Housing Group. Veuillez remplir **toutes les sections du formulaire** en nous l'envoyant dans l' enveloppe affranchie. Si vous avez besoin d'aide à remplir ce formulaire ou vous le préférez dans une autre langue, imprimé en gros caractères ou en Braille, veuillez téléphoner notre Équipe d'Accès aux Clients sur 0845 850 1966 ou envoyez-le par SMS sur 07797 870 734.

French

આ એક ગ્રેટ પ્લેસીસ હાઉઝિંગ ગ્રૂપની માલિકીના રહેઠાણોમાં રહેવા માટે અરજી કરવાનું ફાર્મ છે. કૃપા કરીને બધા વર્ગોને ભરી પૂરા કરો અને પ્રિ-પેઇડ પરબિડિયામાં પાછું મોકલાવો. જો તમને આ ફાર્મ ભરવા માટે મદદની જરૂરત હોય તથા ખરેખર તમારી ઇચ્છા તેને બીજી ભાષામાં અથવા મોટા અક્ષરોમાં અથવા બ્રેલમાં (બ્રેઇલ લિપિ પ્રમાણે ઉપસાવેલા અક્ષરોની અંધલિપિ - આંધળી પ્રજા માટેની લિપિમાં) પ્રાપ્ત કરવાની હોય તો કૃપા કરીને અમારી કસ્ટમર એક્સેસ ટીમને 0845 850 1966 પર ટેલિફોન કરો અથવા 07797 870 734 પર ટેક્સ્ટ મોકલાવો.

Gujarati

ग्रेट प्लेसीस हाउजिंग ग्रुप के साथ के आवास के लिए यह एक आवेदन फार्म है। कृपया सभी वर्गों को पूरा करें और प्रीपेड लिफाफे में वापस करें। यदि आपको इस फार्म को पूरा करने में मदद की जरूरत है, या बल्कि आप इसे अन्य भाषा, बड़े प्रिंट या ब्रेल में प्राप्त करना चाहते हैं तो कृपया हमारे ग्राहक एक्सेस टीम को 0845 850 1966 पर टेलीफोन करें या 07797 870 734 पर टेक्स्ट भेजे।

Hindi

To jest podanie dotyczace lokum przy Great Places Housing Group. Proszę wypełnić **wszystkie rubryki** a następnie odesłać formularz w opłaconej kopercie zwrotnej. W przypadku, gdy potrzebna byłaby pomoc przy wypełnianiu tego podania lub pomocne byłoby tłumaczenie na wskazany język obcy czy też druk zapisany dużymi literami lub Braille-m, prosimy o kontakt telefoniczny z Customer Access Team pod numerem 0845 850 1966 lub wysłanie sms-a na numer 07797 870 734.

Polish

ਇਹ ਐਪਲਿਕੇਸ਼ਨ ਫਾਰਮ ਗ੍ਰੇਟ ਪਲੇਸਜ਼ ਹਾਉਜਿੰਗ ਗਰੁੱਪ (Great Places Housing Group) ਦੇ ਘਰਾਂ ਲਈ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਇਸਦੇ ਸਾਰੇ ਭਾਗਾਂ ਨੂੰ ਪੂਰਾ ਕਰਕੇ ਪਹਿਤਾਂ ਤੋਂ ਭੁਗਤਾਨ ਕੀਤੇ ਲਿਫ਼ਾਫੇ ਵਿੱਚ ਪਾਕੇ ਵਾਪਸ ਭੇਜ ਦਿਓ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਫਾਰਮ ਨੂੰ ਪੂਰਾ ਕਰਨ ਲਈ ਮਦਦ ਦੀ ਲੋੜ ਹੈ ਜਾਂ ਤੁਸੀਂ ਇਸ ਫਾਰਮ ਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ, ਬੜੇ ਛਾਪੇ ਜਾਂ ਬ੍ਰੇਲ ਲਿਪੀ ਵਿੱਚ ਲੈਣਾ ਪਸੰਦ ਕਰੋਗੇ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੀ ਕਸਟਮਰ ਐਕਸੈਸ ਟੀਮ ਨੂੰ 0845 850 1966 ਤੇ ਫੋਨ ਕਰੋ ਜਾਂ 07797 870 734 ਤੇ ਟੈਕਸਟ ਘਲੋ।

Punjabi

Kani waa foom ah dalab in guri lagaa siiyo Kooxda Great Places Housing. Fadlan buuxi dhamaan faqradaaha oo dhan oo soo celi adigoo isticmaalaya buqshada hore loo bixiyay boostadeeda. Haddii aad u baahantahay in lagaa caawiyo buuxinta foomka, ama aad jeclaan lahayd inaad ku hesho luqad kale, far balaadhan ama luqada ay akhriyi karaan dadka indhaha la'i, fadlan ka soo wac Kooxda Xidhiidhka Macmiisha 0845 850 1966 ama u soo dir text 07797 870 734

Somali

Esta es una solicitud para alojarse con Great Places Housing Group. Por favor **complete todas las secciones** y envíela en el sobre ya franqueado. Si necesita ayuda completando esta solicitud, o la prefiere en otro idioma, en letras más grandes o Braille, por favor llame a nuestro equipo de atención al público 0845 850 1966 o mande un mensaje de texto al 07797 870 734.

Spanish

Це є бланк заяви щодо доступу до житла з Great Places Housing Group. Будь ласка, заповніть **всі абзаци бланку** і перешліть його у франкованому конверті. Якщо Вам треба допомоги щоби заповнювати цю анкету, або якщо Ви би хотіли мати примірник бланку в іншій мові, з побільшеними друкованими буквами або у шрифті Брайля, будь ласка зателефонуйте до нашої Команди Допомоги для Клієнтів на 0845 850 1966 або посилайте повідомлення SMS на 07797 870 734.

Ukraine

یہ گریٹ پلیس ہاؤسنگ گروپ کو گھر کیلئے درخواست دینے کا فارم ہے۔ براؤ ہیریائی تمام حصوں کو مکمل کر لیں اور اس لفافے میں ڈال کر ہمیں بھیجیں جس پر ڈاک ٹکٹ لگی ہوئی ہے۔ اگر آپ کو اس فارم کو پُر کرنے کیلئے مدد چاہیے یا پھر اگر آپ یہ فارم کسی دوسری زبان، بڑے حروف یا بریل کی صورت میں چاہتے ہیں تو براؤ ہیریائی 0845 850 1966 پر فون کریں یا 07797 870 734 پر ٹیکسٹ بھیجیں۔

Urdu



Our vision: strong, bright and real



References

All applicants must provide Great Places Housing Group with 2 satisfactory references. GPHG will contact your referees and they will have 4 weeks to respond. Your application will not be accepted onto the waiting list, until 2 satisfactory references have been provided.

Landlord

If you pay rent to a private landlord, a Local Authority (council) or a Housing Association, you must provide their details below as your first referee. If you are not currently living in rented accommodation, but have done in the last two years you must put your previous landlord as your referee.

If you are unable to obtain a reference from a private landlord you **must** still provide proof of payment of rent – e.g. a bank statement, housing benefit confirmation letter, although this will not be classed as a reference.

Support Provider

If you receive support, e.g. from a floating support worker, or has received support within the last 2 years, a reference from that support provider **must** be provided.

Employer

If you are currently in employment you must provide your employer's details below as a referee. If you are currently out of work but have worked in the last two years, you must provide details of your previous employer as a referee.

If you have not worked in the last two years, a reference may be obtained from a school/college tutor or alternatively a senior member of a voluntary agency which has employed you in a voluntary capacity (the referee must have known you for at least three months).

If you have supplied the above references, we may not need any further references.

Other

Where only one, or none of the above references can be provided, a professional person who has known you for at least two years, in a professional capacity, can provide a reference (see list below). If you are unsure if a person will be a suitable referee, you should contact GPHG to check.

- School teacher/college tutor
- Social Worker or other Community Care Worker/Support Worker
- Probation Officer/Youth Offender Worker
- Doctor/Community Psychiatric Nurse/other Health Professional
- Mortgage Lender
- Community leader / member of the clergy or other religious leader
- Welfare benefits advisor

A subject access request (police check) may also be requested from you.

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Position: _____	Position: _____
Tel no: _____	Tel no: _____
_____	_____

I give my authority for GPHG to obtain any information as may be required from my referees. I understand that all information will be treated with the strictest confidence.

Name: _____

Address: _____

Signed: _____ Date: _____

Application Checklist – To be completed by applicant

Please read and complete the following checklist and tick to confirm that you have provided us with the appropriate documents to support your application. Failure to provide all the documents will result in your incomplete application form being returned to you.

Application form is completed in full and signed by each applicant

A passport photograph for each applicant

Proof of current address for each applicant

Proof of income for each applicant (see guidance notes – section 2)

Proof of National Insurance Number for each applicant

Proof of identification for all members of the moving group (See guidance notes – section 5)

Any relevant documentation that supports your application (See guidance notes – section 10)

Reference contact details for each applicant (See guidance notes – section 14)

Please sign and date below to confirm you have understood that your application will not be processed if any one of the above documents is missing or incomplete.

1 st Applicant Signature/Date	2 nd Applicant Signature/Date