

Supported Lodgings Host

Application Form

Dear Applicant(s)

Thank you for your interest in the position of **Supported Lodgings Host.** The Supported Lodgings Coordinator will support you with completing the form.

Available with this Application Form pack are the following:

1. Host Information Pack
2. Host role description.
3. Guidance on preparing a Disclosure Statement.
4. The organisation’s *Disclosure Check Policy*.
5. The organisation’s *Equality and Diversity Policy*.

If you wish to be considered for this role, all sections of the Application Form including the Equalities Monitoring Form (Section E) need to be completed and returned to us by either of the following ways:

Email: [supportedlodgings@1625ip.co.uk](mailto:supportedlodgings@1625ip.co.uk)

Post: 1625 Independent People, 23 The Parade Coniston Road Patchway BS34 5LP

By hand: Via the Supported Lodgings Coordinator

We advise you to read the enclosed documents, particularly the guidelines on completing the application form before completing it. Applications can be submitted at any time**.** We will be in contact within 2 weeks of receiving the application form to discuss the next stage of the process.

If you would like to know more about us before you apply please see our website [www.1625ip.co.uk](http://www.1625ip.co.uk) or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

Thank you once again for your interest.

Yours sincerely

**Duncan Stokes**

**Supported Lodgings Coordinator** Application Process

Thank you for your interest in applying to be a **Supported Lodgings Host** with Independent People.

**The following notes have been designed to help you fill in your application form as effectively as possible, and you are advised to read them before you start.**

The application form is very important because it is the first stage of the selection procedure. It provides the information we will use for assessing suitability, and so you should include all relevant information about your life skills. If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed for example “Training” and includes your name. Please note that the information you supply in the application form will not be passed to anyone else nor will it be used for any purpose other than selection for this role. If successful, your application form will be placed on file. If unsuccessful, the form will be kept for 6 months from the end of the selection exercise, after which time it will be destroyed.

**Understanding the role**

The advert gives only brief details of the role, so you should also read the role description and Host information pack, which are included with the application pack. The role description outlines the main duties in more detail, and the Host pack contains more information about the experience and requirements to become a Host. All this information will give you a clear idea of what the role is about, and you can then decide whether you want to become a Host.

**Completing the application form**

You must complete each section of the form accurately and fully, so we can proceed to the assessments stage. When explaining how you meet the criteria, you should try to give an example of something you have done to demonstrate the particular knowledge, skill or experience. Simply saying you have the knowledge, skill or criteria is unlikely to sufficiently demonstrate how you meet the requirements.

**Safeguarding Children and Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect our Hosts to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**HOW TO COMPLETE THE FORM**

In order to become a Host, this application form will need to be completed, although this may be completed with the Supported Lodgings Coordinator as part of the assessment process. We will be discussing this at the initial house meeting.

**Previous convictions**

We have asked for any previous convictions to be disclosed. This is because this role involves living with vulnerable people.

**References**

You will be asked to provide a minimum of 2 personal references, who may be visited by the Supported Lodgings Coordinator, including one employment reference from your current employer. We will ask for details of previous employers if as part of that employment you have been working with children, young people or vulnerable adults, including where you have worked on a voluntary basis. We also write to ex-partners and adult children requesting some information. This will be discussed with you if this is sensitive to you. You should ask permission from your proposed referee prior to naming them.

**Training**

Please include details of all relevant training courses you have attended. Please give full details, rather than just the course title, if it will help clarify what you have done.

**Employment**

Your employment history should include not only past and present formal employment, but also any other relevant work experience you have had, such as with charities, voluntary organisations, social or community activities. Please ensure that you include your present or last employer even if you feel that the role is not relevant to becoming a Host.

**Additional Information**

This is a very important section. You can expand on the knowledge, skills and experience gained both within and outside formal employment, along with your achievements. It is important that you show how you meet the criteria, not just state that you do. This is information which will be used as part of the assessment process to become a Host. The Supported Lodgings Coordinator can complete this with you.

**Checklist when you have completed the form:**

* Have you completed the personal details section? Information given here is confidential. As an equal opportunities employer and service provider, we need to monitor who applies for, and is appointed to, our roles, and we appreciate your co-operation in completing this form fully. With your permission this information may be used to help match young people and Hosts.
* Have you filled in all sections as fully as possible? Remember that you are invited to attach additional sheets for any section of the form.
* Have you informed your referees that you have given us their names?
* Please check that you have read the declaration (Section B) and signed the form.
* It may be useful to take a copy of the form for future reference.

**ASSESSMENT PROCESS - Next Steps**

South Gloucestershire Council and1625 Independent People have a duty to make sure that all Supported Lodgings Hosts can offer young people a safe and supportive environment. The assessment process will mean that you are committed to providing support and guidance, which is of the highest quality.

Once you complete the application form to say you would like to join the team as a Host, the Supported Lodgings Coordinator will arrange an initial home visit to you and any other members of the household in order to fill out an application form and discuss the assessment process and next stages. This is an ideal opportunity to ask anything you may be unsure about.

As part of the assessment process, you will be asked to complete a DBS criminal Record Check for all members of the household over the age of 16.

You may choose to discontinue your application at any time.

Once we receive the application form, with your permission, we will contact your GP to ask if there any medical reasons why you would not be suitable as a Host, and ask that you provide two references.

We will also need to make sure that your home is fit for providing Supported Lodgings. We need to look around your home and the bedroom you have for a young person so we can carry out a basic health and safety check. We will also need to see a current gas safety certificate.

You will also be asked to attend the initial training which also forms part of the assessment process. If you are unable to attend, this should be discussed with the Supported Lodgings Coordinator who will make every effort to rearrange so you are able to receive the initial training.

Once all the information is gathered, the Supported Lodgings Coordinator will compile a report for the Supported Lodgings Panel. You will, of course, be given a copy of the report to comment on and sign prior to presentation to panel. The panel, which includes an independent party, decides whether or not you should be approved as a Host.

All unsuccessful applicants will be notified and offered feedback on their application. Hosts and young people will be individually matched together to help them build a good relationship with each other built on common interests or backgrounds.

Approved Hosts will be asked to sign a Partnership Agreement with 1625 Independent People, which sets out expectations on all parties.

During the assessment process you will be asked to provide evidence of the following documents:

* Documentary evidence of right to live in the UK.
* Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate.
* Documentary proof of current name and address (i.e. utility bill, financial statement etc.).
* Where appropriate, any documentation evidencing a change of name.
* Documents confirming any educational or professional qualifications that are necessary or relevant for the role.
* Relevant property information – to be discussed during the home visit.

Please note that originals of the above must be produced. Photocopies or certified copies will not be sufficient.

Why you should join our team

Here are some words used by our staff to describe us:

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| **Passionate** Trustworthy *Inclusive* Supportive Truthful **Equality** Respected *Sector leaders* Knowledgeable Fresh **Innovative** Realistic *Non-judgmental* Dependable Choice-filled Constant **Committed People** Exciting Understanding Experienced Strategically Active Encouraging **Flexible** |

In return for dedicated, enthusiastic and loyal service, Hosts can expect to receive the following benefits:

* Weekly allowance for rent and support costs
* Comprehensive training and ongoing development opportunities
* Out of hours telephone support
* Regular meetings with the Supported Lodgings Coordinator
* Peer support network for Hosts

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| Application Form |

Section A

If you have a disability and you require this application or other related information in another format, such as in larger print or audio-tape, please contact us by writing, emailing or telephone.

|  |  |
| --- | --- |
| Role applied for: |  |
| How did you hear about this vacancy? |  |

|  |  |  |
| --- | --- | --- |
| Personal details Main Applicant | | 2nd Applicant |
| Family name (including preferred title): |  |  |
| Any other names: (maiden) |  |  |
| First name(s): |  |  |
| Current Address (inc. postcode): |  |  |
| Address History (previous 10 years)  (please continue on a separate sheet if necessary) |  |  |
| Contact telephone number: |  |  |
| Date of Birth |  |  |
| E-Mail address: |  |  |
| Preferred method and time of contact: |  |  |
| National Insurance number: |  |  |
| Do you hold a valid full driving licence? |  |  |
| Please give details of any convictions/endorsements/penalty points: |  |  |
| Are you eligible to live in the UK? | **YES**  NO | **YES**  NO |
| Please state what documentation you can provide to demonstrate this e.g. British Passport, EEA ID card, passport or travel document showing an authorisation to reside in the UK | | |
|  | | |
| Note: You will be asked to bring this documentation with you to the assessment. Any role will be subject to successful verification of your right to live in the UK. | | |

**Relatives/Other Interests Main Applicant 2nd Applicant**

|  |  |  |
| --- | --- | --- |
| **Are you currently or have you ever been an employee or volunteer for 1625 Independent People?** | YES  NO | YES  NO |
| **If yes, please name the department/project:** |  |  |
| **Are you related to any Board Member or employee of 1625 Independent People?** | **YES**  **NO** | **YES**  **NO** |
| If yes, name of person: |  |  |
| Position held within 1625 Independent People: |  |  |
| Relationship of person to you: |  |  |

|  |  |  |
| --- | --- | --- |
| Have you applied previously for a role within 1625 Independent People? | YES  NO | YES  NO |
| If yes, please give details: |  |  |

|  |  |  |
| --- | --- | --- |
| **Do you smoke?** | YES  NO | YES  NO |
| **Does anyone in your household smoke?** | YES  NO | YES  NO |
| **(we ask that Lodgings Providers provide young people with a designated area to smoke outside the home if necessary and never in their bedrooms)** | | |

**Safeguarding Children and Young People**

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| We are committed to safeguarding and promoting the welfare of children and young people. We expect our Hosts to share this commitment and to undergo appropriate checks. Any offer of engagement is subject to satisfactory DBS (Disclosure and Barring Service) Enhanced Disclosure Check. |

Main Applicant 2nd Applicant

|  |  |  |
| --- | --- | --- |
| Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people? | YES  NO | YES  NO |
| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | YES  NO | YES  NO |
| If you have answered ‘yes’ please give full details, continuing on a separate sheet if necessary | | |
|  | | |

**Criminal Convictions**

|  |
| --- |
| The role you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013, including ‘spent’ convictions. If you are not sure whether your convictions are spent, please contact [Nacro](http://www.nacro.org.uk/what-we-do/resettlement-advice-service/advice/frequently-asked-questions/rehabilitation-of-offenders-act,1626,NAP.html) for further advice.  **We recognise the contribution that ex-offenders can make as Hosts and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this role. Any information given will be treated in the strictest confidence and will be used as a basis for deciding whether or not you are suitable to Host with the age range group. Please note that suitable applicants will not be refused roles because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.**  **All cases will be examined on an individual basis, taking the following into consideration:**     * **Whether the conviction is relevant to the role applied for.** * **The seriousness of any offence revealed.** * **The age of the applicant at the time of the offence(s).** * **The length of time since the offence(s) occurred.** * **Whether the applicant has a pattern of offending behaviour.** * **The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.** * **Whether the applicant's circumstances have changed since the offending behaviour.**   **It is important that you understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not “protected”, including those that are ‘spent’, could later result in termination of the Partnership Agreement. Further advice on disclosing a criminal record can be obtained from** [**Nacro**](http://rsfinder.info/Advice/Advice.aspx?ID=61&Command=NavigationChild)**.** |

Main Applicant 2nd Applicant

|  |  |  |
| --- | --- | --- |
| **Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013?** | YES  NO | YES  NO |
| **Are you currently** under investigation, **awaiting** trial, verdict or sentencing in any **criminal proceeding?** | YES  NO | YES  NO |
| If yes, please submit a Disclosure Statement including the offence and the date. Please mark it as CONFIDENTIAL and state your name and the details of the post. Guidance on preparing a Disclosure Statement is included in this Application Pack (separate document). | | |

Barred List Check: Main Applicant

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| We are committed to safeguarding and promoting the welfare of children and young people. We expect our Hosts to share this commitment and undergo appropriate checks. In view of this, you will be subject to a Barred List check as part of this selection process. Please provide your Date of Birth and any previous surnames used. | | | | |
| Date of Birth: |  | Previous Surnames Used: |  | |
| Have you ever been the subject of any disciplinary sanctions during the course of your employment? | | | | YES  NO |
| If you have answered ‘yes’ please give full details, continuing on a separate sheet if necessary | | | | |
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Barred List Check: 2nd Applicant

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| --- | --- | --- | --- | --- |
| We are committed to safeguarding and promoting the welfare of children and young people. We expect our Hosts to share this commitment and undergo appropriate checks. In view of this, you will be subject to a Barred List check as part of this selection process. Please provide your Date of Birth and any previous surnames used. | | | | |
| Date of Birth: |  | Previous Surnames Used: |  | |
| Have you ever been the subject of any disciplinary sanctions during the course of your employment? | | | | YES  NO |
| If you have answered ‘yes’ please give full details, continuing on a separate sheet if necessary | | | | |
|  | | | | |

**Referees**

|  |  |  |
| --- | --- | --- |
| Please give the name and address of two people whom we may contact for a reference. One of these should be from your current or most recent place of employment, although we reserve the right to contact any of your former employers.  Also, in relation to work with children, we will seek information about any past disciplinary issues relation to children and/or child protection concerns you may have been subject to.  If you have any concerns about this, please do not hesitate to contact us. | | |
|  | 1st Applicant  1st Referee | 2nd Applicant  1st Referee |
| Name |  |  |
| Position |  |  |
| Organisation |  |  |
| Relationship |  |  |
| Address |  |  |
| Telephone No. |  |  |
| Fax No. |  |  |
| E-mail address |  |  |
| How long have you known the referee? |  |  |
|  | Is this referee aware of your application for this post?  Yes  No | Is this referee aware of your application for this post?  Yes  No |
|  | 1st Applicant  2nd Referee | 2nd Applicant  2nd Referee |
| Name |  |  |
| Position |  |  |
| Organisation |  |  |
| Relationship |  |  |
| Address |  |  |
| Telephone No. |  |  |
| Fax No. |  |  |
| E-mail address |  |  |
| How long have you known the referee? |  |  |
|  | Is this referee aware of your application for this role?  Yes  No | Is this referee aware of your application for this role?  Yes  No |

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| Application Form |

Section B

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| **Data Protection Statement**  The information that you provide on this form and which we obtain from other relevant sources will be used to process your application for engagement as a Host. The personal information that you give us will be used in a confidential manner to help us monitor our selection process.  If you succeed in your application and take up the Host role with us, the information will be used in the administration of your engagement with us. We may also use the information if there is a complaint or legal challenge relevant to this selection process.  We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing this application form you agree to the processing of sensitive personal data for the purposes explained above and in other parts of this application form. | | | |
| **DECLARATION**  **I acknowledge that 1625 Independent People is committed to safeguarding and promoting the welfare of children and young people and to this end hereby certify that I am not on a Barred List, disqualified from work with children, or subject to sanctions imposed by a regulatory body, and have no unspent convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).**  **I consent to a criminal records check if appointed to the role for which I have applied**. I am aware that details of unspent prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.  **I agree to inform 1625 Independent People if I am convicted of an offence after I take up any role within 1625 Independent People**. I understand that failure to do so may lead to the immediate suspension of my engagement as a Host and/or termination of my Partnership Agreement.  **I agree to inform 1625 Independent people if I become the subject of a police and/or a social services/(Children’s Social care or Adult Social Services)/social work department investigation**. I understand that failure to do so may lead to the immediate suspension of my engagement as a Host and/or termination of my Partnership Agreement.  **I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent Partnership Agreement. I understand that any false declaration or misleading statement or a significant omission may disqualify me from engagement as a Host and render my Partnership Agreement liable to termination as well as possible referral to the police and/or other relevant professional bodies, where relevant. I understand that any engagement offer is subject to references, checks on relevant qualifications, eligibility to live in the UK and criminal convictions, all of which must be deemed by 1625 Independent People as satisfactory.** | | | |
| **Signed Main Applicant** |  | **Date** |  |
| **Signed 2nd Applicant** |  | **Date** |  |

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Section C Main Applicant

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| Educational or training courses (relevant to this application - either currently attending or taken previously, or planned to be taken in the near future): |
| |  |  |  | | --- | --- | --- | | Course | Date | Venue | |  |  |  | |  |  |  | |  |  |  |   If necessary, please continue on a separate sheet. |

Employment

**Current employment**

|  |  |
| --- | --- |
| Name and address of current employer, if applicable: | |
|  | |
| Position held and brief description of responsibilities: |  |
| Telephone number: |  |
| Date of appointment to organisation (DD/MM/YY): |  |
| Job title |  |
| Contract type | TEMPORARY  PERMANENT |
| Date of appointment to post, if different (DD/MM/YY): |  |
| Type of appointment: | FULL-TIME  PART-TIME |
| Salary/allowance details: |  |
| Date free to take up appointment (DD/MM/YY): |  |
| If offered this role, would you be working as well? | YES  NO |
| If you have answered yes above, please give further details: |  |

|  |
| --- |
| Other relevant experience relevant to the Host role e.g. previous work experience, voluntary positions. |
|  |

ADDITIONAL INFORMATION SHEET

**Part 1**

**Children/Other Members of your Household**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Date of Birth** | **Gender** | **Ethnicity** | **Relationship** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Have your children ever received a support service from Children Services or been subject to a Child Protection Plan? **YES  NO**

Have any of your children ever been looked after by Children’s Services **YES  NO**

Have any of your children been involved with the Youth Offending Team as a result of criminal activity? **YES  NO**

**Ex partners** – Do you have an ex-partner with whom you have shared care of teenage child(ren)?

**YES  NO**

NB: references will be sought from ex partners in relation to your Supported Lodgings Application.

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| --- |
| **Are there any other people who do not live in your household but are regular visitors to your home? YES  NO** |
| **If yes, please provide further details?** |

|  |
| --- |
| **Pets in the household:**  **Please describe your pet/s:** |

**Part 2**

|  |
| --- |
| **Interest**  **Please outline your reasons for wanting to be a Lodgings Provider.** |
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| **Previous experience**  **Please tell us any experience you might have had of (a) providing lodgings; (b) working with or caring for young people; (c) working in a Social Services Department/Voluntary organisation (d) Overseas Students** |
|  |

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| --- |
| **Health**  **Does either applicant have any medical issues that may affect your support as a Supported Lodgings Provider? Are there any significant medical issues in relation to the children in your household? (We will ask for a reference from your GP).** |
|  |

**Accommodation**

**What facilities will the young people be offered (see the list below)? Are there any restrictions on the young people’s use of shared facilities?**

**1) Bedroom:**

**2) Sitting Room:**

**3) Washing/ Ironing:**

**4) T.V:**

**5) Bathroom:**

**6) Cooking:**

**7) Telephone:**

**8) Garden:**

**9) Whole of House:**

**10) Self- contained flat/ bedsit in house:**

**11) Description of the property and local amenities**

**Are you happy to have a property safety check done as part of the assessment?**

**Yes No**

Signed …………………………………………………… Date …………………..

Main Applicant

Signed …………………………………………………… Date …………………..

2nd Applicant / Partner

Please return your completed application by email to [supportedlodgings@1625ip.co.uk](mailto:supportedlodgings@1625ip.co.uk) or by hand to the Supported Lodgings Coordinator.

**If returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge. If you are short listed for this role you will be required to sign your application form prior to assessment**

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Section E

EQUALITIES MONITORING - Main Applicant

Please note that if you have a disability and you require having this form, or submitting the information with regard to this form in another format, such as larger print or audio-tape, please contact us by writing, emailing or telephoning the Supported Lodgings Coordinator.

We are committed to make sure all our Hosts are treated equally and not discriminated against on the grounds of gender, sexual orientation, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

This form helps us to adhere to equal opportunities best practice and to identify any barriers to diversity among our Hosts. We believe that monitoring our selection results will help us assess any areas requiring improvement. In order to assist us with this, we would be grateful if you would complete this form and return it with your application.

You do not have to answer all the questions but the more information you give, the more effective our monitoring will be. All information given will be treated in the strictest confidence. Thank you for your help.

*Role applied for: Supported Lodgings Host*

1*.* Please indicate your gender:Male  Female

2. Are you transgender? (Is your gender identity different from the gender you were assigned at birth?) Yes  No

3. Please indicate your age group:

15 or under  16 – 24  25 – 49

50 – 64  65 – 74  75 and over

Prefer not to say

4. How would you describe your ethnic origin?

**White**

English/Welsh/Scottish/Northern Irish/British

Irish

Gypsy (including English, Scottish and Roma Gypsy) or Irish Traveller

Any Other White Background

Please state: ………………..

**Mixed/multiple ethnic groups**

White & Black Caribbean

White & Black African (non Somali)

White & Asian

Any other Mixed/multiple ethnic background

Please state: ………………..

**Asian/Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Please state: ……………………

**Black/African/Caribbean/Black British**

African (non Somali)

Somali

Caribbean

Any Other Black/African/Caribbean background

Please state: ……………… …..

**Other ethnic group**

Arab

Iranian

Iraqi

Kurdish

Turkish

Any other ethnic group

Please state: …………………..

5. Do you consider yourself to have a disability within the meaning of the Equality Act 2010 (see below for definition)?

Yes  No

Used to have a disability but recovered now

Prefer not to say

**Disability Definition**

The Equality Act 2010 states “A person has a disability if they have a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.”

We fully support the social model of disability and we recognise that people with different impairments or medical conditions can experience different barriers. If you have selected yes, please select the nature of your disability and please feel free to tick more than one box:

Physical impairment

Visual impairment

Hearing impairment

Deaf BSL user

Learning difficulties

Specific learning difficulties like dyslexia

Mental and emotional distress

A health condition e.g. HIV, multiple sclerosis, cancer

Prefer not to say

6. What is your Religion, even if you are not currently practising?

Christian (inc. Church of England, Catholic, Protestant

and all other Christian denominations)

Buddhist

Hindu

Jewish

Muslim

Sikh

Any other religion or belief

Please describe: …………………………………

No religion

7. How would you usually describe your sexual orientation?

Lesbian

Gay

Bisexual

Heterosexual/straight

Prefer not to say

**I do not wish to provide any of the information requested on this form**