

Application for an Almshouse

CONDITIONS OF ENTRY: *The King Edward VI and Reverend Joseph Prime Almshouse Charity provides housing for people in need, in accordance with the Charity's Governing Document. The Charity's entry criteria are: persons of modest means who are in need, hardship or distress and who are resident in, or have a strong connection to, the former borough of Saffron Walden in Essex. Appointments are made at the Charity's discretion.*

IMPORTANT NOTE: We cannot consider applications that are incomplete. Please ensure that you complete ALL sections (where not applicable write N/A), in BLOCK CAPITALS throughout, sign the declaration in Section 8, and enclose any supporting evidence.

Where a **couple** is applying for an Almshouse, **each person must complete an Application Form**, cross-referencing where necessary.

We receive many applications, so please provide as much background information as possible, continuing on additional paper if necessary, to show why you may be suitable for an Almshouse.

Section 1 – About You

Title First names Surname

Current address

.....

..... Postcode

Telephone: Landline Mobile

Email address

Length of time at current address Council Tax Band

Date of Birth Age Marital status

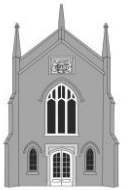
How did you hear about us?

Employment History: Please give details of your current occupation (if any) and brief details of your employment history (**continue on separate sheet of paper if necessary**):

Date (most recent first)	Name of employer & job title	Location

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Section 2 – About your Family

Next of kin Relationship

Address

..... Postcode

Telephone: Landline Mobile

Do you have children? Yes No

If YES and under the age of 18, please give their details:

Child 1 Age Male/Female

Child 2 Age Male/Female

Child 3 Age Male/Female

Child 4 Age Male/Female

If under 18 do they live with you Full-time? Part-time? Not at all?

If they do not live with you full-time, where do they live?

If their main residence is elsewhere, how often do they stay with you?

Do you have any pets? Yes No If yes, what type of pets?

.....

Are any assistance animals? Yes No If YES, please attach relevant paperwork

Section 3 – About your present home

PLEASE NOTE: If shortlisted for interview we may wish to visit you in your current home.

Type of accommodation:

House Bungalow Flat Hostel Mobile home

Other – please give details:

Do you, or your spouse, own it? Yes No If YES state estimated current value £

Is there a mortgage or rent outstanding on the property? Yes No If YES, how much? £

If you do not own the property where you currently live, who does own this property?

.....

Is this person related to you in any way? Yes No If YES what is the relationship?

.....

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If you, and/or your spouse/partner, have ever owned the property where you currently live, in what circumstances did you cease to be the owner/s?

.....
.....

If rented, please give name and address of landlord:

Name

Address

..... **Postcode**

How much is your current rent? £ per month

Do you currently receive Universal Credit or Housing Benefit to help with housing costs? Yes No

Do you receive Council Tax discount or reduction? Yes No

Why do you wish to leave your present accommodation? (*continue on separate sheet of paper if necessary*)

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What are your intentions regarding your current property if you are appointed to an Almshouse?

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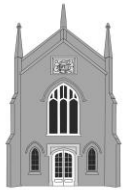
If you or your partner own property other than the one in which you live, please give details below. This should include property owned abroad as well as in the UK (*continue on separate paper if necessary*):

Address

.....
..... **Postcode**

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Section 4 – Statement of Income & Savings

PLEASE NOTE: If you are invited for interview you will be required to bring with you bank statements for all current and savings accounts for the three months immediately preceding the interview date, documentation relating to all debts and/or loans, together with evidence of earnings such as payslips, or proof of earnings if self-employed. In addition, we will also request credit reports from credit reference agencies. If your application is successful and you are awarded an Almshouse you will be required to provide a Statement of Income & Savings at least every two years, on request.

To enable the Charity to assess your financial status, please provide the following information. We require details of all sources of income and how regularly you receive them (tick column as appropriate):

	Amount	Per Week (✓)	Per Month (✓)	Per Year (✓)
Earnings				
1. Employment	£			
2. Self-employment	£			
Pensions				
1. State Retirement Pension	£			
2. Pension paid by a past employer	£			
3. Private Pension	£			
4. Widow's or Widower's Pension	£			
5. Pension Credit	£			
6. Any other pension – provide details	£			
State Benefits				
1. Housing Benefit	£			
2. Universal Credit	£			
3. Employment Support Allowance (ESA)	£			
4. Job Seekers' Allowance (JSA)	£			
5. Personal Independence Payment (PIP)	£			
6. Any other benefits – provide details	£			
Other Income				
1. Annuities	£			
2. Bank Deposit Account interest	£			
3. Building Society Account interest	£			
4. Investment	£			
5. Rent from property/land that you own	£			
6. Grants from a charity	£			
7. Financial assistance from a relative/friend	£			
8. From a Trust Fund	£			
9. Any other income – provide details	£			



Your Savings & Debts

1. Bank accounts (current & savings accounts, please indicate)

1a. Bank Current balance £
1b. Bank Current balance £
1c. Bank Current balance £

2. Building Society accounts

Building Society Current balance £

3. Shares Current value £

4. National Savings Certificates Current value £

5. Unit Trusts Current value £

6. NS&I Premium Bonds Current value £

Further information about **bank accounts and savings** (continue on separate paper if necessary).....

You MUST declare ALL OUTSTANDING DEBTS and LOANS. Please tick/complete as follows:

- I confirm that I have no outstanding debts or loans
- I have outstanding debts as follows:
 - Bank:** Amount £
 - Credit Card:** Amount £
 - Former landlord:** Amount £
 - UDC:** Amount £
 - Other debt or loan** (name) Amount £

List **details of any other debts or loans** here (continue on a separate paper if necessary)

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Section 5 – About your Health

Are you able and willing to live independently and to look after yourself and your accommodation?

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Please give details of any illnesses, injuries or operations during the last five years

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Are there any other health or social factors that you would wish the Charity to take into consideration when assessing your application? (continue on separate paper if necessary)

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.....

Are you currently receiving treatment for any illnesses? (continue on separate paper if necessary)

.....

.....

Name and address of your GP or Medical Practice

..... Postcode

MEDICAL CONSENT AUTHORITY: The Charity may wish to write to your GP requesting a medical certificate to enable your application to be considered further. If you are appointed as a resident and, at a later date, the Charity becomes concerned about your health and/or your ability to continue to live independently, it may need to obtain a further medical report. By signing Section 8 of this application form, you are signifying your authority to do so, should this be deemed necessary, now or in the future.

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Section 6 – Social Factors

Please give details about your connection to Saffron Walden, including how long you have lived or worked here, and/or any family connections to the area (**continue on separate paper if necessary**)

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How would having an Almshouse help you? Please read the statement on page 1 which explains the charity's criteria for entry and think about how this applies to you (**continue on separate paper if necessary**)

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Do you have a conviction which is not spent under the **Rehabilitation of Offenders Act 1974**? Yes No

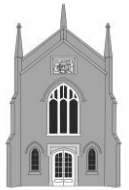
If **YES**, please provide details:

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.....

Section 7 – References

Please give the names and addresses 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.

1) Name and address	2) Name and address
.....
..... Postcode Postcode
Telephone number	Telephone number
Email	Email
Relationship	Relationship



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Section 8 – 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 if I accept an offer of housing and it is subsequently discovered that I have given false or misleading information, or failed to disclose information relevant to my housing application, the corporate trustee of King Edward VI and The Reverend Joseph Prime Almshouse Charity may take enforcement action against me in order to set aside (terminate) any appointment to an almshouse dwelling.**
- I have read carefully this **Application Form** and the Charity’s **Resident’s Handbook**, and agree to abide by them should I be appointed to an Almshouse.
- I accept and understand that if I am appointed as a resident I shall be a beneficiary of the Charity and not a tenant. Any weekly/monthly 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 practitioner 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 Medical Consent Authority on page 6.
- I consent to the Charity holding the personal data on this form in accordance with the General Data Protection Regulation (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 by: Email Post Telephone

Signature

Name (BLOCK CAPITALS) Date

Please return your completed application/s to:

Estate Manager, Almshouse Office, King Edward VI Almshouses, Abbey Lane, Saffron Walden CB10 1DE

or by email to estate@swalmshouses.org

Data Protection Statement: It is part of the Charity’s responsibilities to ensure that applicants for almshouses are suitably qualified under the terms of the Charity’s governing document. The Charity, therefore, needs to investigate the personal circumstances of applicants. **The Charity complies with the regulations for data security under the Data Protection Act 2018 and UK General Data Protection Regulations (UK GDPR). The data we collect has been classified as Sensitive Data under Article 9 of UK 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. Unsuccessful application forms will be kept for one month after short-listing, and then destroyed.