



# SOUTHWARK CHARITIES

UNITED TO SERVE

CHARITIES OFFICE  
39 Edward Edwards' House  
Nicholson Street  
London SE1 0XL

Telephone: 0207 593 2000

Email: [charities@almshouse-southwark.org](mailto:charities@almshouse-southwark.org)

## APPLICATION FOR APPOINTMENT OF RESIDENT

Dear

Thank you for your application to become a resident in one of Southwark Charities' Almshouses. Completing and returning the Application Form is the first step in the process of being appointed to residence in the Almshouses. If you meet the qualifying criteria, the next step is a visit to your home conducted by the Welfare Officer and a Trustee; the purpose of the visit is to give us an insight into your current living situation and the challenges it presents. If, as a result of that visit, we believe that you would benefit from living in our Almshouses, we then invite you to an interview with a small group of Trustees, who make the final decision to add you to the Waiting list. Due to the limited supply and increasing demand for our accommodation, we cannot predict how long you will have to wait for a suitable flat to become available. The Staff administer the Waiting List and have the flexibility to prioritise those applicants they believe to be in the greatest need.

Residence is only open to candidates who meet a number of criteria which are specified in the Charity's governing documents. Please read them carefully and answer the questions posed.

- |  |     |    |
|--|-----|----|
| 1. Are you aged 55 or over?  | YES | NO |
| 2. Have you lived in the Borough of Southwark for the last five years? | YES | NO |

(The charity's rules require us to give priority to residents of Southwark, so applicants from outside the area may apply, but will always have to give precedence to Southwark residents)

IF YOU HAVE ANSWERED "YES" TO THE FIRST TWO QUESTIONS, PLEASE PROCEED.

3. Are you in "need, hardship or distress"? We understand that a simple YES/NO answer is impossible, and that this is very subjective and personal. However, as a guide to the question of "need", if we treat this primarily as a **financial** qualification, then the following elements are likely to disqualify you:

- |   |     |    |
|---|-----|----|
| 1. If you own or have owned a property either in the UK or abroad | YES | NO |
| 2. Savings or investments in excess of £16,000                    | YES | NO |
| 3. If you are still in paid employment                            | YES | NO |

IF YOU HAVE ANSWERED "NO" TO ALL OF THESE THREE TERMS, THEN PLEASE PROCEED

As for "hardship or distress" we understand that these are circumstances that are individual to you, so please describe for us in what ways you experience "hardship or distress". You may wish to attach letters from your Doctor or Social Services in support of your condition.

# APPLICATION FOR APPOINTMENT OF RESIDENT

Please:

COMPLETE BOTH SIDES of the form.

SIGN and DATE the form.

ENCLOSE documentation to support each of your INCOME/OUTGOING types.

ENCLOSE a current RENT BOOK/CARD/STATEMENT.

RETURN to the above address.

**I would like to apply for a residency at (please ✓)**

Edward Edwards House, Nicholson St, London, SE1 0XL

St. Mary Newington Close, Surrey Square, London, SE17 2LP

## Your details

Status Married / Single / Widowed

Title Mr / Mrs / Miss / Ms

First name(s)

Surname

Date of Birth

Email

Telephone Numbers

Landline

Mobile

Present Address

Postcode

How long have you lived at this address?

Please list any other addresses that you have lived at in the past five years

Address

Address

Postcode

Postcode

## Savings & Investments

✓ the amount of savings and investments you have in the UK and/or abroad please.

£ 1 to £5,000

£ 5,001 to £ 10,000

£ 10,001 to £ 16,000

If above £16,000 please state total amount >>>>> £

## Current Income

State Retirement Pension £ per week/fortnight/month/yr

Income Support £ per week/fortnight/month/yr

Any other income Companies' pensions £ per week/fortnight/month/yr

Attendance allowance £ per week/fortnight/month/yr

Salaries/Wages £ per week/fortnight/month/yr

Other (please detail) £ per week/fortnight/month/yr

If you receive any kind of grant / gift / pension etc from any other charity, company, organisation or person(s)

please detail below:

|                                |  |  |
|--------------------------------|--|--|
| Charity/organisation/person(s) |  |  |
|--------------------------------|--|--|

|  |   |                             |
|--|---|-----------------------------|
|  | £ | per week/fortnight/month/yr |
|--|---|-----------------------------|

|  |   |                             |
|--|---|-----------------------------|
|  | £ | per week/fortnight/month/yr |
|--|---|-----------------------------|

|                               |   |                             |
|-------------------------------|---|-----------------------------|
| <b>Rent payable currently</b> | £ | per week/fortnight/month/yr |
|-------------------------------|---|-----------------------------|

|                          |  |  |
|--------------------------|--|--|
| <b>Current Outgoings</b> |  |  |
|--------------------------|--|--|

|     |   |                             |
|-----|---|-----------------------------|
| Gas | £ | per week/fortnight/month/yr |
|-----|---|-----------------------------|

|             |   |                             |
|-------------|---|-----------------------------|
| Electricity | £ | per week/fortnight/month/yr |
|-------------|---|-----------------------------|

|                    |  |  |
|--------------------|--|--|
| <b>Next of Kin</b> |  |  |
|--------------------|--|--|

Please provide your next of kin's contact details (a relative or friend we may contact in case of emergency)

|      |  |  |
|------|--|--|
| Name |  |  |
|------|--|--|

|                         |          |  |
|-------------------------|----------|--|
| Their telephone numbers | Landline |  |
|-------------------------|----------|--|

|  |        |  |
|--|--------|--|
|  | Mobile |  |
|--|--------|--|

|                           |  |  |
|---------------------------|--|--|
| Their relationship to you |  |  |
|---------------------------|--|--|

|   |
|---|
| Please state any other relevant information e.g. if you are still working at present. |
|---|

If at any time the Charity discovers that any information has been withheld or given under false pretences, the Charity reserves the right to cancel your application. This may adversely affect any residency agreement between you and the Charity.

**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 personal data supplied on this form and other information relating to an almshouse appointment will be held on file. Some details may be checked with relevant organisations but none will be disclosed for any inappropriate purpose. You may have access to the personal information we hold on you on request. If your application is unsuccessful the Charity will destroy all paperwork relating to your application. However, if you are appointed as a Resident, then the Charity will provide further information about how we retain and use your personal data.

|                    |
|--------------------|
| <b>Declaration</b> |
|--------------------|

I hereby declare that all the information given above is correct to the best of my knowledge and belief.

Signature of Applicant:

Date