



SOUTHWARK CHARITIES

UNITED TO SERVE

CHARITIES OFFICE
42 St Mary Newington Close
Surrey Square
London SE17 2LP
Telephone: 0207 593 2000
Email: 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 we 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

SUPPORTING STATEMENT - 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 & SUPPORTING STATEMENT.

SIGN and DATE the form.

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

ENCLOSE a current RENT BOOK/CARD/STATEMENT.

ENCLOSE our Equality, Inclusion and Diversity Monitoring Form

RETURN to 42 St Mary Newington Close, Surrey Sq, London, SE17 2LP.

We are currently only open to resident applications at:

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		
Phone 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 £
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Current Income

State Retirement Pension	£	per
Pension Credits	£	per
PIP/DLA/ESA or other benefit	£	per
Company/Private pensions	£	per week/fortnight/month/year
Attendance/Carers allowance	£	per
Salaries/Wages	£	per week/fortnight/month/year
Other (please detail)	£	per week/fortnight/month/year

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/year

£ per
week/fortnight/month/year

Current Outgoings

Utilities (e.g. Gas, Electric, Water) per month £

Broadband/Phone per month £

Council Tax per month £

Rent payable

£ per
week/fortnight/month/year

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.

Equality, Diversity & Inclusion – The Charity's vision is working towards an equitable and inclusive society, where the older residents of Southwark (in need, hardship or distress) have access to long term, truly affordable housing, allowing them the opportunity to lead independent, enjoyable and dignified lives in a safe, secure and supportive environment. To help us monitor our progress towards reaching all residents who may be eligible, please complete the enclosed equality monitoring form and include it with your application.

Declaration

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

Signature of Applicant:

Date:

Charity Membership Applications that meet the eligibility criteria for almshouse residency also meet the eligibility criteria for charity membership. Charity members are invited to participate in our programme of free social activities. Non-resident charity members also receive an annual discretionary gift, payable in instalments from Southwark Charities, which can be used towards general living expenses.

If you would like to opt **OUT** of charity membership, please tick here



EQUALITY, INCLUSION & DIVERSITY MONITORING

Southwark Charities wants to meet the aims and commitments set out in our vision statement. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of applicants in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes. If you have any questions about the form, contact operations@southwarkcharities.org.uk or call us on 0207593 2000

Age

55-59 60-64 65-70 71-80 80 plus

Gender

Male Female Intersex Non-Binary Prefer not to say

Is the gender you identify with the same as your gender registered at birth?

Yes No Prefer not to say

What is your ethnicity? Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please circle as appropriate.

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please state:

Black, African, Caribbean or Black British

African Caribbean Prefer not to say
Any other Black, African or Caribbean background, please state:

Mixed or Multiple ethnic groups

White & Black Caribbean White & Black African White & Asian Prefer not to say
Any other mixed or multiple ethnic background, please state:

White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveller Prefer not to say
Any other White background, please state:

Other ethnic group

Arab Prefer not to say Any other please state:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Asexual Pansexual Undecided Prefer not to say
If you prefer your own identity please state:

What is your religious belief?

None Buddhist Christian Hindu Jewish Muslim Sikh Prefer not to say
If other religion or belief, please state: