

CONFIDENTIAL

for official use only

Applicant Reference

Date of Application



aberdeen foyer

supported accommodation

application form

Aberdeen Foyer
18 Marywell Street
Aberdeen AB11 6FS
Tel: 01224 224258 Fax: 01224 224268

E-mail: housing@aberdeenfoyer.com
Web: aberdeenfoyer.com



aberdeen **foyer**

Aberdeen Foyer provides support with accommodation. Please read this to help you recognise if this is the appropriate service for you.

Prior to completing the application form attached, please read these notes to find out what you can expect from the Foyer, but more importantly what you will be committing yourself to.

If you are only after a house, you are in the wrong place. The Foyer does provide accommodation for those aged 16 - 25yrs who are homeless or in housing need. However, we do expect a great deal more from our tenants. We expect them, above everything else, to put together an action plan that covers the following areas/issues.

What education, training or work opportunities are you hoping to apply for?

What problems do you have, or have had in the past that require to be sorted out?

What experience do you have of running your own home, do you feel capable of cleaning, washing, cooking, ironing, shopping, paying bills, budgeting, sharing a living space, and also being considerate and aware of the needs of other tenants?

What interests/hobbies/sports etc. do you enjoy or want to enjoy again?

The Foyer is not an easy option, however, with the ongoing support offered to you by our staff, who will challenge you and push you towards achieving your full potential, it can work for you as it has worked for others.

We do have policies/rules that are enforced because our number one aim is to create a safe and secure environment for all our tenants from which they can move on in their lives. This can only be achieved through the co-operation of those living in Foyer accommodation.

Foyer accommodation is temporary accommodation for up to a period of 2 years. When the time is right Foyer staff will work with you to secure the long-term accommodation that meets your needs.

Think about what you have read and be prepared to discuss it at your interview/s. We want you to lead the discussions, not us.

Please complete this application in full. If you need advice or help in completing it, please phone the Foyer on 01224 224258.

declaration

I confirm that I have read the above and that I do require the support described.

Signed _____ Date _____

letter of consent to hold data

I _____ understand that information is required by Aberdeen Foyer to make a decision on my application for a tenancy at the Foyer.

I also understand that sensitive information will be kept on file should a tenancy be granted to me

I am aware that this information will be kept safe and secure, and not divulged to any person/s who is not directly involved with my development at The Foyer.

I understand that it may be available for me to see my file at any time should a request in writing be given by me.

It has been explained to me why the information is being held and who may be able to access this information.

Signed: _____

Dated: _____

letter of consent to request references

I _____ give my consent to Aberdeen Foyer to request a reference from a named referee in support of my application.

I also give my consent for Aberdeen Foyer to contact any other relevant person or agency who may provide necessary and relevant information in support of my application.

Signature of applicant: _____

Date: _____

Q.1 Please tick your choice(s) of area(s) to be rehoused:

Aberdeen

Trinity Court

A mixture of studio and one & two bedroom flats, including accommodation for single parents.

Victoria Road, Torry

Two Tenement blocks - consisting of two studio and twelve 1 bedroom flats.

Aberdeenshire (South)

Stonehaven (nine, 1 bedroom flats).

Banchory (five, 1 bedroom flats).

Aberdeenshire (North)

One & two bedroom flats in Fraserburgh and Peterhead.

Q.2 Details of Applicant 1

Name: _____

Contact Address: _____

Postcode: _____

Sex: M F

Age: _____ Date of Birth: _____

Home Phone No: _____

Mobile Phone No: _____

Details of Partner (if applicable)

(who wishes to be housed with you)

Name: _____

Contact Address: _____

Postcode: _____

Sex: M F

Age: _____ Date of Birth: _____

Home Phone No: _____

Mobile Phone No: _____

Q.3 Where are you staying at present?

Where are you staying at present?

Q.4 Background information/reason for application?

Background information/reason for application?

Q.5 Economic Status:

Employer (if applicable): _____

Address: _____

Are you in receipt of D.W.P. benefits? Yes No

If yes, please state which benefit: _____

College Bursary or Grant? Yes No

Do you have any savings? Yes No

Do you have any debt? Yes No

If yes, do you have arrangements in place to repay this debt:

Do you have any rent arrears or Housing benefit overpayments? Yes No

If yes, how much: _____

Do you have arrangements in place to repay the arrears or overpayments:

Q.6 Do you consider yourself to have a disability? If yes please state: Yes No

Q.7 Any relevant Health Issue the Foyer should be aware of (e.g. Drug or Alcohol problems/emotional or Mental Health Problems?) Yes No

Q.8 Are you or anyone included in this application pregnant? Yes No

Q.9 Do you or anyone in this application have any children?

If yes please write down their age/s and date of birth:

Economic Status:

Employer (if applicable): _____

Address: _____

Are you in receipt of D.W.P. benefits? Yes No

If yes, please state which benefit: _____

College Bursary or Grant? Yes No

Do you have any savings? Yes No

Do you have any debt? Yes No

If yes, do you have arrangements in place to repay this debt:

Do you have any rent arrears or Housing benefit overpayments? Yes No

If yes, how much: _____

Do you have arrangements in place to repay the arrears or overpayments:

Do you consider yourself to have a disability? If yes please state: Yes No

Any relevant Health Issue the Foyer should be aware of (e.g. Drug or Alcohol problems/emotional or Mental Health Problems?) Yes No

Are you or anyone included in this application pregnant? Yes No

Do you or anyone in this application have any children?

If yes please write down their age/s and date of birth:

Q.10 Any relevant legal issue the Foyer should be aware of (e.g. previous convictions, charges pending?)

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Q.11 Do you have a Social Worker?

Name: _____

Address: _____

Telephone: _____

Do you have a Social Worker?

Name: _____

Address: _____

Telephone: _____

Q.12 Next of Kin:

Name: _____

Address: _____

Telephone: _____

Next of Kin:

Name: _____

Address: _____

Telephone: _____

Q.13 Previous Accommodation

Please tell us where you have been living for the past 2 years - starting with the address where you last resided or stayed (working back).

Your details:

Address	Date you moved in	Date you moved out	landlord	Status (tenant, owner, parental home etc.)	Reasons for leaving

Your Partner's details:

Address	Date you moved in	Date you moved out	landlord	Status (tenant, owner, parental home etc.)	Reasons for leaving

Q.14 Have you applied for accommodation with:

- Homechoice Yes No
- Aberdeen City Council Yes No
- Aberdeenshire Council Yes No
- Grampian Housing Association Yes No
- Langstane Housing Association Yes No
- Castlehill Housing Association Yes No
- Private Landlord Yes No
- Other (e.g. Private Landlord in another town/city) Yes No
- Aberdeen Foyer, previously Yes No

At what stage are these applications?

Q.15 Are there any other organisations that you are currently or were previously involved with which the Foyer should be aware of (e.g. Counselling & Support Agencies?)

Please specify: _____

Do you agree to the Foyer contacting any of the above agencies for information to assist us in considering your application? Yes No

Q.16 It is important to give two referee's to support your application

Name: _____

Contact Address: _____

Telephone No: _____

Name: _____

Contact Address: _____

Telephone No: _____

Have you applied for accommodation with:

- Homechoice Yes No
- Aberdeen City Council Yes No
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Are there any other organisations that you are currently or were previously involved with which the Foyer should be aware of (e.g. Counselling & Support Agencies?)

Please specify: _____

Do you agree to the Foyer contacting any of the above agencies for information to assist us in considering your application? Yes No

It is important to give at least two referee's to support your application

Name: _____

Contact Address: _____

Telephone No: _____

Name: _____

Contact Address: _____

Telephone No: _____

declaration

I declare that, to the best of my knowledge, the answers I have given to the questions on this form are true and accurate. I understand that any false information provided by me will render my application liable to disqualification. Action may be taken to recover tenancies obtained on the basis of false information.

I confirm that I have no objection to the Foyer taking steps to verify the information contained in the application, or seeking to obtain any further details, which may be considered relevant.

NB: This form must be signed by both applicant and partner/joint applicant where applicable.

APPLICANT Signature: _____ Date: _____

PARTNER (if applicable) Signature: _____ Date: _____

The information on this form will be treated in strictest confidence. Personal data which is held will be processed in line with the Data Protection Act 1998.

referee guide

Application for supported accommodation - Guide to who would be acceptable as a referee

We are aware that on occasions applicants will have difficulty supplying two names for referees, in connection with their application, who have known them in a professional capacity. Should this be the case then we may accept references from individuals who have known the applicant in a personal capacity.

Suggested Referees:-

- Doctor
- Psychiatrist
- Community Psychiatric Nurse
- Health Visitor
- Drugs or Alcohol Counsellor
- Counsellor
- Social Worker
- Careers Advisor
- Employer (Current or Previous)
- Prison Welfare Officer
- Staff Citizens Advice Bureau
- Landlord
- Key Worker i.e. Cyrenians
- Minister/Reverend
- Former School Teacher/College Lecturer
- Local Councillor who may be aware of an applicants circumstances

ethnic origin

Ethnic Origin

Aberdeen Foyer aims to house those in need, regardless of their race, colour, national origin or culture. To enable us to monitor whether our policy is effective, please answer the following questions.

Your response will not affect your housing application. You may choose not to respond.

How would you describe the ethnic origin of your household?

- Black - Caribbean
- Black - African
- Black - Other (please specify) _____
- Indian
- Pakistani
- Bangladeshi
- Chinese
- White

A combination of the above (please specify) _____

If none of the above, how would you describe yourself? _____

