

Staff Name:

Date:

Housing application form

We are delighted to welcome to your new community. Please spare a moment of your time for us to collect some general information about you.

If you plan to apply to live with another person, please state their name below:
(They will also need to complete an application form, but we will consider you together as joint applicants.)

About you

First name

Surname

Nickname

DOB

Gender

Mobile No.

Email

National Insurance No.

Which area in MK do you feel connected to (e.g. I feel connected to Monkston)?

Your background

Have you contacted Housing Options at the Council in the last 12 months? Y N

Have you lived at YMCA Milton Keynes before? Y N

Have you lived in Milton Keynes for the past 3 years? Y N

How did you hear about YMCA Milton Keynes?

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.....
.....

What is your ethnic group? Choose one option that best describes your ethnic group or background (write number in the box):

White 1: English/Welsh/Scottish/Northern Irish/British 2: Irish 3: Gypsy or Irish Traveller 4: Any other White background:

Mixed/Multiple ethnic groups 5: White and Black Caribbean 6: White and Black African 7: White and Asian 8: Any other Mixed/Multiple ethnic background:

Asian/Asian British 9: Indian 10: Pakistani 11: Bangladeshi 12: Chinese 13: Any other Asian background:

Black/African/Caribbean/Black British 14: African 15: Caribbean 16: Any other Black/African/Caribbean background:

Other ethnic group 17: Arab 18: Any other ethnic group:

Employment and Education

Your current employment status:

Job title:

Number of hours per week:

Hourly/weekly/monthly income:

Employer contact number and/or email:

References

Name:

Referee's relationship to you:

Email:

Phone number 1:

Phone number 2:

Medical Information

Do you have any accommodation requirements that are influenced by a disability?

GDPR

The information collected on this form will be used by YMCA Milton Keynes to assess your needs and suitability of the service to you. The information given will be shared with researchers at University of Northampton to measure the impact of YMCA Milton Keynes' work and for fundraising opportunities. The information given will be shared with the police and other professional bodies to ensure safeguarding risks are minimised. It will also be used to contact the references provided.

YMCA Milton Keynes will handle it in accordance with the Data Protection Act 2018. This means you have the right of access to the personal data we hold and process about you. Please see YMCA Milton Keynes' policy about how we manage data processing and how you can access and request the disposal of your personal information.

Disclosure and Consent

I agree for my data to be shared with researchers at University of Northampton.

I declare that the information I've given in this application, and any documents I have submitted, is true and that I have answered the questions fully and accurately.

I fully understand that YMCA Milton Keynes will contact the police, my references and other professional bodies. I authorise YMCA Milton Keynes to assess my needs and suitability for the service.

PRINT NAME

SIGN

DATE

Right to Rent check

ID seen: One document from Group 1 or two documents from Group 2.

Group 1

- UK Passport
- EEA or Swiss national Passport/identity card
- Registration Certificate or document certifying permanent residence of EEA/Swiss national
- EEA/Swiss family member Permanent Residence card
- Biometric Residence Permit with unlimited leave
- Passport or travel document endorsed with unlimited leave
- UK immigration status document endorsed with unlimited leave
- A certificate of naturalisation or registration as a British citizen



ID scanned onto the system? **Y** **N**

Any previous arrears with the YMCA? **Y** **N**

Income check **Y** **N**

References received **Y** **N**

EPC and gas safety certificates given? **Y** **N**

If ticked no to any of these options, further action required

Application accepted? **Y** **N** If no, date the decline letter was sent and reason given:

.....

Staff notes: Details of potential support needed

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Group 2

- UK birth or adoption certificate
- Full or provisional UK driving license
- A letter from HM Prison Service
- A letter from a UK Government Department or Local Authority
- A letter from National Offender Management Service
- Evidence of current or previous service in UK armed forces
- A letter from a police force confirming that certain documents have been reported stolen
- A letter from a private rented sector access scheme
- A letter of attestation from an employer
- A letter from a UK further or higher education institution
- A letter of attestation from a UK passport holder working in an acceptable profession
- Benefits paperwork

Police check complete? **Y** **N**

Does this person have a local connection? **Y** **N**

Has this person presented to Housing Options as homeless in last 12 months? **Y** **N**