**Host Family Application Form 2019**

The information given on this form is confidential and only used for our records. It is subject to GDPR and the Data Protection Act 1998. Please be aware that if you are receiving benefits, we are obliged by law to disclose any payments made to host families if requested to.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname** |  | **Forename** |  | **Title** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Address Line 3** |  | **Postcode** |  |
| **Landline** |  | **Mobile** |  |
| **Email** |  |
| **Partner’s forename** |  | **Partner’s surname** |  |
| **Partner’s mobile** |  |
| **Your nationality** |  | **Partner’s nationality** |  |
| **Your work hours** | Full time 🞎 | Part time 🞎 | Do not work 🞎 |
| **Partner’s work hours** | Full time 🞎 | Part time 🞎 | Does not work 🞎 |
| **Surgery** |  |

**Your household**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Names of all people living in the house****(Including yourself)** | **Date of Birth****e.g. 12/03/1985** | **Male/****Female** | **Relationship****(E.g. Mother, Father…)** | **Occupation e.g. nurse/student/****unemployed** |
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Please include any children who visit at weekends or in the holidays **and** any lodgers

Has anyone in the house ever worked in the armed forces? Yes 🞎 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No 🞎

**Type of building:** Bungalow 🞎 Flat 🞎 Ground floor flat 🞎 House 🞎 Maisonette 🞎 I have a garden 🞎

**Preferences – which students are you able to host? (Tick all that apply)**

All year round 🞎 All nationalities 🞎

|  |  |
| --- | --- |
| If no, please specify |  |
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| --- | --- | --- | --- | --- | --- | --- |
| Males 🞎 | Females 🞎 | Ages: | 9-12 🞎 | 13-15 🞎 | 16-18 🞎 | 18+ 🞎 |

***(If you want to host under 18s, by signing this form you are agreeing to undergo an enhanced DBS check)***

**Have you had any…**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Safeguard training? | Yes 🞎 | No 🞎 | If yes, What/when? |  |
|  |  |  |  |
| PREVENT training? | Yes 🞎 | No 🞎 | If yes, What/when? |  |
|  |  |  |  |
| First aid/medical training? | Yes 🞎 | No 🞎 | If yes, What/when? |  |
|  |  |  |  |

**Can you cater for… (Tick all that apply)**

Vegetarian diet 🞎 Lactose/Dairy free 🞎 Halal 🞎 Gluten free/Coeliac 🞎 Vegan diet 🞎

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does anyone in the family smoke? | Yes 🞎 | No 🞎 | Would you host a smoker? | Yes 🞎 | Yes 🞎(outside only) | No 🞎 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Do you have a pet? **Please tick ones that apply** | Cat 🞎 Number/ breed |  | Dog 🞎 Number/ breed |  |
| Other pets: |  |

**Accommodation**

|  |  |  |  |
| --- | --- | --- | --- |
| Total number of toilets |  | Number of bathrooms |  |

Room available for students (Please write number of rooms in the box):

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bedroom 1 | Single |  | Twin |  | Double |  | Triple |  | Ensuite |  |
| Bedroom 2 | Single |  | Twin |  | Double |  | Triple |  | Ensuite |  |
| Bedroom 3 | Single |  | Twin |  | Double |  | Triple |  | Ensuite |  |
| Bedroom 4 | Single |  | Twin |  | Double |  | Triple |  | Ensuite |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| How many students could you accommodate at any one time (The max. is 4) | 1 🞎 | 2 🞎 | 3 🞎 | 4 🞎 |

Married couples (x2 in double room) Yes 🞎 No 🞎

Would you be able to take a student in an “emergency”? This means a spare room that you would not normally use for a student but could offer if the school needed it for a few nights. Yes 🞎 No 🞎

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| --- | --- | --- | --- | --- |
| Emergency room(s) | Single 🞎 | Twin 🞎 | Double 🞎 | Ensuite 🞎 |

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| --- | --- | --- | --- | --- |
| Do you have any of the following for use by a student? | Wi-Fi 🞎 | Bicycle 🞎 | Bicycle storage 🞎 | Games console 🞎 |
| Musical 🞎 instrument  | Piano 🞎Violin 🞎  | Guitar 🞎Other 🞎 | Study/Arts Craft 🞎 room |

Family’s interests/hobbies. This gives students an idea about who they will be staying with. Please tick:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Football 🞎 | Music 🞎 | Reading 🞎 | History 🞎 | Walking 🞎 | Swimming 🞎 |
| Yoga 🞎 | Cooking 🞎 | Cooking 🞎 | Gardening 🞎 | Movies 🞎 | Surfing 🞎 |
| Running 🞎 | Drama 🞎 | Art 🞎 | Cycling 🞎 | Board games 🞎 | BBQ 🞎 |
| Computer 🞎 games | Arts + Crafts 🞎 | Gym 🞎 | Travelling 🞎 | Martial arts 🞎 | Going to the 🞎 beach |

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please write a couple of sentences about your family life**

*E.g. We have two children, Ben and Sam, and have lived in Southbourne for 10 years. They are both grown up now but our granddaughter, Ella, visits most weekends. I enjoy watching rugby and Tom likes history programmes. We go for long walks with our dog, Dolly, and enjoy spending spend time with our friends. We love meeting people from around the world and enjoy travelling ourselves.*

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| --- | --- |
| Holidays or dates unavailable |  |
|  |
| Have you hosted before? | No 🞎 | Yes 🞎 | If yes, from when? (MM/YYYY) |  |
| If yes, which schools? |  |
| Are you registered with/do you host for other schools? | No 🞎 | Yes 🞎 |
| If yes, which schools? |  |

*This information is required by Southbourne School of English to enable us to make accommodation payments by BACS directly to your bank account.*

**Host family bank details**

|  |  |
| --- | --- |
| Account holder’s name |  |
| Account number |  |
| Bank name |  |
| Sort code |  |
| Bank Branch |  |
| Account holder’s address(**if different from** **home address**) |  |
|  | Postcode |  |

**References**

We need two people who know you well to act as referees. You are not able to use a family member.

Please use at least one professional i.e. teacher, nurse, policeman, vicar, manager at work, colleague. You can use a friend or a neighbour as the 2nd referee.

**Referee 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname |  | Forename |  | Title |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  | Postcode |  |
| Landline |  | Mobile |  |
| Email\* |  |
| How long have you known your referee? |  | How do you know your referee? |  |

**Referee 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname |  | Forename |  | Title |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  | Postcode |  |
| Landline |  | Mobile |  |
| Email\* |  |
| How long have you known your referee? |  | How do you know your referee? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 1: Risk** | **Step 2: Who** | **Step 3: Action taken** | **Step 4: Review** |
| *E.g. Loose connection (plug); may trigger a spark* | *All individuals in the event of a fire*  | *Check the connection and if necessary replace the plug* | *John Smith, Sept 2017*  |
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\* Please note: We are unable to process any references without valid email addresses for both referees

**Risk Assessment – Record of Significant findings**

It is the responsibility of those providing accommodation for paying guests to complete a fire safety check and provide a copy of an annual landlord’s gas certificate.

Does anyone (you or another person) living in your home have any Military convictions Yes 🞎 No 🞎

|  |
| --- |
| If yes – please provide details of who received this, when they occurred and what they were |
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Has anyone (you or another person) living in your home ever been subject to a MARAC (Multi Agency Risk Assessment Conference) Yes 🞎 No 🞎

|  |
| --- |
| If yes – please provide details of who received this, when it was and the outcome |
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**\*All adults aged 16+ living at the host family’s address are require to sign below.**

I/We, the occupier(s) of the address below have read and understood fully the information above. We confirm there is no legal reason why we should not accommodate foreign students under 18 years old.

|  |  |
| --- | --- |
| Host family address |  |
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|  |  |  |
| --- | --- | --- |
| Full names (BLOCK CAPITALS) | Signature | Date |
|  |  |  |
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***I have read and understood the ‘Host Family handbook’ and agree to the conditions therein. I give consent for Southbourne School of English to contact local authorities in case of any Safeguarding concerns within my household.***

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete all sections of the application form and return it to:**

accommodation@southbourneschool.co.uk

**DBS Check and Child protection information for hosts accommodating under 18 year olds**

If you are hosting under 18 year olds and do not have a valid DBS certificate (i.e. on the update service), please fill in the form below. Please bring your driving licence or passport to the office so we can take a copy. A DBS is £44 to process which is payable by cash, cheque, and online transfer or card at the school.

Everyone aged and older that lives in your house must read this form, sign and date it\*. The DBS information is for the MAIN CARER only.

We are obliged to inform you that people are NOT permitted to accommodate children if any of the following apply:

1. Anyone who has had a child removed from his or her custody by order of court
2. Anyone who has been convicted of an offence against a child
3. Anyone cautioned under the Nurseries and Child minders’ Act 1948 or the Children’s Act 1989.

|  |  |
| --- | --- |
| **Forename** |  |
| **Middle name/s** |  |
| **Surname** |  |
| **Date of birth** |  |
| **Gender** |  |
| **Mobile** |  |
| **Email** |  |
| **National Insurance Number** |  |
| **Town of birth** |  |
| **County of birth** |  |
| **Birth Nationality** |  |
| **Surname at birth** |  |
| **Surname History with date** |  |
| **Forename History with date** |  |
| **Current address** |  |
| **At address since (MM/YYYY)** |  |
| **Previous addresses and dates for last 5 years (MM/YYYY)** |  |
| **Persons residing with you at your current address (State full name, date of birth and relationship to you)** |  |

If you already have a valid DBS check please send a scan/copy of it when you return your form. The main carer of the household, if hosting students under the age of 18 years, will be required to provide a valid DBS check. Valid means that it can be checked on the update system.