## 

**Please Note application without a picture or missing information will not be processed**

## NOVUS HOMESHARER APPLICATION FORM

Personal details: Date Of Application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | | Telephone (home):  Telephone (work):  Mobile No:  Email: |
| Address: | | |
| Date of Birth: | M | F | Nationality:  Ethnicity:  Religion:  Spoken Languages: |
| **Age:** | Marital Status: |

|  |  |
| --- | --- |
| How did you hear about Homeshare? |  |
| What attracted you to the idea of Homesharing? |  |
| How soon do you need accommodation? |  |
| Do you need to give notice where you are currently leaving? If so how much? |  |
| On what basis are you in the UK?  (*If applicable please state how long you have been in the UK*?) |  |
| What area have you applied for and are there other areas you are willing to live in? (Please be specific and provide town names or postcodes). |  |
| How long can you commit to Homesharing?  (*Please note we need a minimum commitment of 6 months*) |  |
| What is your current occupation and working hours? |  |
| Are you able to provide 10 hours per week? When? (i.e. are there any hours that you will unable to serve the 10 hours?)  (*This information is necessary to find the best suitable match*). |  |
| Do you have any qualifications or experience with older or disabled people? |  |
| Do you have a current up-to-date Enhanced DBS certificate? *(If you do not have a current enhanced DBS certificate, Novus Homeshare can assist, charges will apply).* |  |
| Please describe yourself including your personality, background, hobbies and interests and long-term plans.  (*Please include any forthcoming commitments including holiday plans*).  Please Note: the more information you include the easier is to find a Homeshare placement for you). |  |
| Do you have any health needs which you think we and/or the Householder should be aware of? (Please include any allergies) |  |
| *Please provide full details of three referees.*  *(Please note Two of the referees must be your current/former employers, or other professionals. The third referee can be a friend. Family members are not valid)*  *We also run a check with the Criminal Records Bureau (DBS) and so we require references and proof of current address).* | Referee 1  Relationship to the applicant:  Name:  Address:  Email Address:  Telephone Number:  **Referee 2**  Relationship to the applicant:  Name:  Address:  Email Address:  Telephone Number:  Relationship to the applicant:  Name:  Address:  Email Address:  **Referee 3**  Telephone Number: |
| Do you have friends or family in the country or another source of support? |  |
| Next of Kin  (Please provide the contact details of somebody who can be contacted in case of an emergency) | Name:  Address:  Post Code:  Postcode:  Telephone Number:  Relationship to the applicant: |
| Guarantor Details (for students only) | Name:  Address:  Post Code:  Telephone Number:  Relationship to the applicant: |
| Could you live in a house where there are pets? |  |
| Could you live with a smoker? Are you a smoker? |  |
| Would you prefer to share with a male, female or couple?  (Please specify if you do not have a preference). |  |
| What kind of support could you offer to the Householder? These might include:  -Cooking  -Shopping  -Housework  -Laundry  -Companionship  -DIY/Gardening  -Driving (Can you drive in the UK?)  -Taking care of Pets  -Helping with computer, appointments, ect. | Thank you for completing the Homeshare Application. |

Please complete the following sections. Please note without agreement we are unable to process your application.

If my application is successful:

I agree to pay a £250.00 deposit to Novus which is refundable at the end of my Homeshare agreement:

I agree to pay a £150.00 placement fee PRIOR to moving into my first placement:

I agree to pay the monthly fee of £250.00 to Novus from the date of my first placement:

I agree that Novus may record personal data for office use:

I agree that Novus may conduct an enhanced DBS and a credit check

(Charges will apply)

I agree to provide 10 hours of support to the householder per week

I agree to complete the safeguarding training before moving into my first placement

I agree to provide a proof of income to Novus as part of the credit check

(Please note if you are a student you will need to provide details of a guarantor)

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To submit your application please follow any of the steps below:

Online: Visit <https://www.novus-homeshare.org.uk/submit>

Email: Send us an email to [admin.novus@novus-homeshare.org.uk](mailto:admin.novus@novus-homeshare.org.uk)

Post: Please send to Administration Team, 376-378 Pinner Road, North Harrow, Middlesex, HA2 6DZ

**Privacy Notice:**

We take your privacy seriously and promise to never sell your data. You can find out more about your rights, how we use your personal information and how we keep your details safe and secure by reading our Privacy Statement:

<https://docs.wixstatic.com/ugd/8f6367_202b269788af4d9faf0469efdaae4573.pdf>

If you are concerned about the confidentiality of your personal information, please contact us by phone on 03300882225 or email [admin.novus@novus-homeshare.org.uk](mailto:admin.novus@novus-homeshare.org.uk)