

# Application to join Emmaus Leeds



**Before completing this application form, please read the following information carefully. We want to be sure that you fully understand what Emmaus is and how we might be able to support you.**

## About Emmaus

We support people who have experienced homelessness and social exclusion by offering a home and meaningful work. Unlike a hostel, we are a community of people who live and work together, supporting ourselves and one another through our social enterprise. Emmaus is not a religious organisation and we welcome people from all faiths and backgrounds.

There is no limit to how long you can stay at an Emmaus community, as long as you agree to take part in community life and follow a few simple rules.

## What is it like to live in an Emmaus community?

If you want to live in an Emmaus community we ask that you sign off all benefits, with the exception of housing benefit (we do also accept people with no recourse to public funds), and agree to work for 40 hours per week, to the best of your ability, in our social enterprise. This aims to help you to brush up the skills you might not have used for a while, gain new skills and experience and move forward with your life in a positive way.

## What can I expect?

In an Emmaus community everyone has their own room, with communal areas for eating and socialising. During the day, companions, as our residents are known, work in our social enterprises, which are mainly charity shops. The work could include working in the shop, sorting items in the warehouse, going out to make deliveries in our vans, or working in the community home.

| Emmaus will provide:  | You will be expected to:   |
|---|--|
| <ul style="list-style-type: none"><li>• A home for as long as you need it</li><li>• Clothing, food and a small weekly allowance</li><li>• Support to overcome and problems you may be experiencing</li><li>• Work experience, training and support to help you to realise your aspirations and potential.</li></ul> | <ul style="list-style-type: none"><li>• Sign off all benefits, with the exception of housing benefit</li><li>• Work in the charity's social enterprise for up to 40 hours per week, to the best of your ability</li><li>• Engage with the support on offer</li><li>• Take part in community life and support the Emmaus ethos.</li></ul> |

Please answer all of the questions on this form honestly as this will enable us to make a fair assessment of your application.

To learn more about Emmaus Leeds and what we have to offer go to [www.emmaus.org.uk/leeds](http://www.emmaus.org.uk/leeds)

## Declaration

I confirm that I have read the above information and understand that to live in an Emmaus community I would be expected to live in a community setting and work in the community's social enterprise. Having read and understood this, I would like to continue with this application.

### Referrer Details

|   |                            |
|---|----------------------------|
| Name:   | Contact details:           |
| Agency (if applicable):   | Relationship to applicant: |
| <input type="checkbox"/> I confirm that the applicant has given their consent for me to send this application on their behalf and is happy, based on the information given on the previous page, that Emmaus could offer appropriate support to meet their needs. |                            |

### Personal Information

|   |                        |                            |
|---|------------------------|----------------------------|
| Name of applicant:                            |                        | Gender:                    |
| Date of birth:                                | Nationality:           | National Insurance number: |
| Contact telephone:                            | Contact email:         |                            |
| What would be the best method to contact you? |                        |                            |
| Are you eligible for Housing Benefit?         | If no, please say why: |                            |

### Current Housing Situation

|   |  |
|---|--|
| Please give details of how you became homeless: |  |
| Where are you currently living?                 | Have you lived at an Emmaus community before?  |
| If yes, which Emmaus community(s)?              | If we are currently full, would you like us to forward your application to other Emmaus communities around the UK? |

### Support Needs

*Please answer these questions honestly. Answering yes to any of these questions will not automatically exclude you from joining Emmaus Leeds, but it is important that we have this information so we can make sure we can offer the support you need.*

|  |  |  |
|--|--|--|
| Do you have any physical or mental health support needs?   |  |  |
| If you have answered yes, please provide further information about the illness (including treatment/medication) and what you would need from Emmaus to best support you: |  |  |
| Are you currently using drugs (non-prescribed medication)?   | Have you taken part in a drug treatment programme? | Are you currently on a drug reduction programme? |
| If yes to any of the above, please give details:   |  |  |

|   |  |  |
|---|--|--|
| Do you consider yourself to have a problem with alcohol?  | Have you had a problem with alcohol in the past? | Have you ever gone through a detox programme?                    |
| If yes to any of the above, please give details:          |  |  |
| Do you consider yourself to have a problem with gambling? | Have you had a problem with debts in the past?   | Do you have any outstanding debts, fines or significant savings? |
| If yes to any of the above, please give details:          |  |  |

### Offending History

Under the Rehabilitation of Offenders Act 1974 unspent convictions are those records that will appear on a basic criminal record check. Do you have any unspent criminal convictions?

If yes, please provide details of those offences, including the date and nature of the offence:

|  |  |  |
|--|--|--|
| Are you under any Probation Orders?              | Do you have any outstanding court appearances? | Are you the subject of any outstanding warrants? |
| If yes to any of the above, please give details: |  |  |
| Have you been charged with Arson?                | Have you been charged with a violent offence?  | Are you on the Sex Offenders Register?           |
| If yes to any of the above, please give details: |  |  |

### Skills and Qualifications

Please give details of any skills or qualifications that you have which you feel may be relevant to this application:

Please give details of any skills you would like to develop or qualifications you would like to gain whilst living in our community:

## Declaration

Emmaus Leeds will process your application in accordance with our privacy statement for companions. This provides more information about what information we collect, how and why we process it, as well as your rights with respect to the data. You can read our privacy statement at [www.emmaus.org.uk/leeds/privacy](http://www.emmaus.org.uk/leeds/privacy)

In line with the terms of the Data Protection Act 1998 and General Data Protection Regulations 2018, the information you have provided will only be used to process your application and for administrative purposes. It will only be used by the communities you have indicated you would be happy to have your referral passed to and will not be shared with third parties.

The information I have supplied is true and correct. I understand that giving information I know to be false may lead to my licence to occupy being withdrawn.

Signature of applicant: ..... Date: .....

Please send your completed form to [info@emmausleeds.co.uk](mailto:info@emmausleeds.co.uk) or send it by post to Emmaus Leeds, St. Mary's Street, Leeds LS9 7DP.

If you need further information, please contact Emmaus Leeds on 0113 457 8296

### What happens next?

Once we receive your application, we will look at whether we have any places available that may be suitable for your needs. We may need to get in touch to gather more information and we will always advise you of the outcome of your application. If we are unable to contact you within 7 days, we will assume that the application has been withdrawn.

### For Office Use

|                 |                         |
|-----------------|-------------------------|
| Date received:  | Date of interview:      |
| Interviewed by: | Outcome of application: |
| Reason:         | Signed:                 |



## Consent Disclosure

Date:

Name:

DOB:

I give my full permission for \_\_\_\_\_ to disclose my personal information to Emmaus Leeds.

Also, I give my consent under the Data Protection Act 1998 for Emmaus Leeds to contact any relevant agencies regarding myself in the best interests of me and the Community.

As part of the risk assessment process at Emmaus Leeds, I understand and give full permission for West Yorkshire Police (WYP) to carry out a disclosure check for violence markers. I understand that this check and its results will form one part only of the risk assessment process and Emmaus Leeds will make any decisions based on all information supplied, not solely the results of this police check.

I understand and give full consent for Emmaus Leeds, to inform West Yorkshire Police if I am housed within Emmaus Leeds and my current address details will be updated and endorsed on West Yorkshire Police systems.

Sign; (Applicant) \_\_\_\_\_

Sign On behalf of referral agency \_\_\_\_\_