



SANCTUARY HOSTING | GUEST APPLICATION FORM

Information for people needing shelter and organisations supporting or referring them

Sanctuary Hosting is a scheme that matches **hosts** (people who volunteer a spare room that they provide rent-free on a temporary basis) with **guests** (sanctuary seekers who are homeless, or about to be, and have come from another country).

Please note that we seek to help people with immediate needs who have no recourse to public funds and no other source of shelter for the coming weeks or months. We seek to find you a room so you can be safe and secure while you sort out what happens next.

We are not a housing service and cannot find self-contained (“own front door”) or long-term accommodation for people.

Hosting placements may be anywhere within our region (Oxfordshire, Berkshire, Buckinghamshire), and we cannot always accommodate guests’ location preferences.

Please be aware that, at the present time, we are finding it easier to find hosting placements for guests who are vaccinated against Covid 19. Potential guests may need to wait longer, if they are unvaccinated, or we may not be able to provide a hosting placement if there isn’t a host available at the time who is willing to accept an unvaccinated guest.

ELIGIBILITY CRITERIA

To be considered as a possible guest (& any others you are applying with) need to be:

1. Either **homeless or about to be homeless** in our region (Oxfordshire, Berkshire, Buckinghamshire)
2. **From another country** and with a strong reason for not wanting to go back to your country. This should not be an economic reason
3. Working with a solicitor or case worker on regularising your immigration status and/or planning your move-on options. (We do not take people indefinitely)
4. Willing to live in your own room in someone else’s house as a guest and behave accordingly.
5. **18 or over** (*we don’t house children*)
6. Without an alcohol or drug problem and without a history of being violent
7. Willing to disclose any criminal convictions
8. Without a serious mental health condition (*if that makes it hard for others to live with you*)
9. Willing to accept any hosting placement that is offered you within our region, and willing to accept Home Office accommodation, if you secure this in future.
10. Honest about any **health symptoms** you, and those you have lived with, have so we can house you safely, with specific reference to COVID 19
11. Willing to be honest about your **Covid vaccination status**
12. For survivors of Domestic Abuse: willing to provide a completed **safety plan**, with the help of your caseworkers.



Please confirm that you or the applicant satisfy all those conditions: YES / NO

If 'Yes', please continue to complete this form.

APPLICANT DETAILS*

**This is the main applicant – if the applicant wants to be housed with others, there is space for them under no. 3.*

First name		Last name	
Known as		Male/female/other	
Date of birth		Or approx. age	
Religion (if any)			
Mobile		Other number	
Email			
Country of origin		Ethnic background	
Date of arrival in the UK			
Do you have permission to be in the UK?	YES / NO		
What is your legal status in the UK?			
Refugee	Asylum Seeker	Refused asylum seeker	Going to apply for asylum
Other (please specify):			
Do you have to sign with the Home Office?	YES / NO		
If YES, please say how often and where?			

OTHER APPLICANTS

Do several of you want hosting together?	YES / NO
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If NO, please go to Question 4.

If YES, please tell us about the others here:

Name of person	Date of birth	M/F	Relationship to you
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If we cannot house you together, would you be willing to be housed separately?	YES / NO
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CURRENT HOUSING SITUATION

If you are street homeless, please say where you are sleeping. Otherwise please give the address where you are staying at the moment.

Where are you living now?	
How long have you been there?	
What is the arrangement and why do you need to leave it?	
Can we contact the house-owner?	YES / NO
If YES, please give us their name & phone number	
If NO, please say why	
If you are an Asylum Seeker, have you applied for Home Office accommodation?	
If NO, please state reasons	

QUESTIONS ABOUT MONEY

The hosting scheme is completely free. However, it helps us to help you if we understand your financial situation.

Do you have permission to work?	YES / NO
If YES, do you have a job?	YES / NO
Do you get benefits e.g. Universal Credit?	YES / NO
If YES, please give details:	YES / NO



Do you get Asylum Support money?	YES / NO
If YES, how much per week in £?	£

Please specify any other amounts of money you are receiving:

Where from? e.g. Name of agency	What is the money for?	Weekly amount in £

NEXT OF KIN

Who would you like us to contact if anything happened to you, for example, if you had to go to hospital?

Name	
Relationship to you	
Address	
Phone number	

CRIMINAL RECORD

Minor offences do not always mean you cannot be accepted onto the scheme. However, please note that Sanctuary Hosting reserves the right to check with the authorities that information provided is correct and if you have failed to disclose information fully then you will be excluded from the scheme.

Do you have a criminal record?	YES / NO
If YES, please give brief details here:	

QUESTIONS ABOUT HEALTH AND WELLBEING

COVID VACCINATION

Have you had a Covid vaccination?	YES / NO						
If YES, can you give dates:	<table border="1"> <tr> <td>1st dose</td> <td> </td> </tr> <tr> <td>2nd dose</td> <td> </td> </tr> <tr> <td>Booster</td> <td> </td> </tr> </table>	1 st dose		2 nd dose		Booster	
1 st dose							
2 nd dose							
Booster							
During the past 14 days, have you had any Covid symptoms?	YES / NO						
During the past 14 days, have you spent time with anyone who had Covid symptoms?	YES / NO						



YOUR GP

Are you registered with a GP?	YES / NO
If YES, please give the address of your GP/Health Centre	

YOUR HEALTH CONDITION

Do you have a disability?	YES / NO
Do you have any of the following conditions? Please mark Yes as appropriate.	
Depression	Heart condition
HIV / AIDS	Mental health issues
Hepatitis	Chest/similar condition
Kidney condition	Other serious condition
If you have answered YES to any of the above, please give brief details here:	
Do you take any medication?	YES / NO
If YES, please give details here:	
Do you have any condition that requires you to have injections?	YES / NO
If YES, please give details here:	

MENTAL HEALTH

Do you sometimes self-harm or struggle with suicidal feelings?	YES / NO
Do you sometimes have problems dealing with angry feelings?	YES / NO
If YES, please tell us a little more, including whether you have any history of violent behaviour?	YES / NO
Do you have a drug dependence or any history of this?	YES / NO
Do you have alcohol dependence or any history of this?	YES / NO

OTHER AGENCY INVOLVEMENT

YOUR SOLICITOR / LEGAL ADVISOR

Name	
Name and address of law firm/practice	
Phone number	



OTHER AGENCIES IN ADDITION TO THE REFERRAL AGENCY

Name	Agency	Contact details

QUESTIONS TO HELP US TO MATCH YOU WITH A SUITABLE HOST

Do you mind being placed in a home with pets? <i>(We ask this because some hosts have pets such as a dog or cat)</i>	YES / NO
If YES, which pet(s) would you not be able to tolerate?	
Do you have any allergies?	YES / NO
If YES, please give details:	
Do you have any dietary needs?	YES / NO
If YES, please give details e.g. halal, diabetic, vegetarian	

LANGUAGES

What languages do you speak and to what level? 1 = good, 2 = moderate, 3 = basic	
Language 1:	1 or 2 or 3?
Language 2:	1 or 2 or 3?
Language 3:	1 or 2 or 3?
If you speak limited English, do you know anyone who can interpret for you?	
Name:	
Phone number:	
Email:	

PREFERENCES

Please mark a point on the dotted line with an 'x' for each of these two questions -

1. In a hosting situation would you prefer to:

Interact a lot Interact only as much as needed?

Live as part of the family be more independent?



2. What are your interests and hobbies? How do you like to spend your time? Please give as much information as you like, as this helps us to match you with the best host for you.

For instance, do you like gardening / being with children / cooking / walking / reading / studying (if so, what) / playing games or sports? / do you follow any teams?

3. Please give us a rough idea of how many personal belongings you would need to bring - for example, how many carrier bags or suitcases?

4. Do you want to be in or near a particular city? We cover Oxford, Milton Keynes and Reading?

YES / NO PREFERENCE

If YES, please say which area, and why you want to be there:

5. Some of our hosts live in the countryside. Are you willing to be hosted outside a city?

YES / NO

6. Finally, if you would like, please tell us briefly why you needed to leave your home country and why you can't go back there.

REFEREES

People on the hosting scheme are offered a room, on a temporary basis, in a private home. You will therefore understand that we need to do some checks before we offer you a room. (We also do checks on the hosts.)



Please give us the names and contact details of two people who can provide a reference for you. **These should be people who know you in a professional capacity**, for example, a solicitor, someone from a charity or other organisation, a doctor or other healthcare worker, or teacher. If you are not sure whose name to give, please ask us.

REFEREE 1

Full name	
Email address	
Phone number	
In what capacity does this person know you?	

REFEREE 2

Full name	
Email address	
Phone number	
In what capacity does this person know you?	

Thank you.

Please now go to the end of this form, read the Notes for Applicants, and sign and date the form.

FOR REFERRAL AGENCY or INDIVIDUAL MAKING THIS REFERRAL

If you are making this referral on behalf of the applicant, please give your name and organisation name (if applicable):

Name:	
Name of organisation:	
Your role in the organisation:	
How long have you known the applicant?	
In what capacity do you know the applicant?	
Your email address:	



Your mobile number:

1. We ask the referring agency to take overall responsibility for supporting the guest including helping them eventually find accommodation so that they can leave the hosting scheme.

Are you able to make this commitment? YES / NO

2. Please describe what ongoing support your organisation will provide for the applicant.

3. How often can you arrange to see them (we need a regular commitment)?

4. Are you aware of any reason why the applicant should not be placed in a household with children? YES / NO

If YES, please give reasons here:

5. The hosting scheme places guests in private homes. Are you aware of any other factors that might be of relevance to a safe placement and that have not been mentioned above?

YES NO

If 'Yes', please specify:

6. Please add anything else you think we should know and your own thoughts about how hosting may help this person:



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NOTES FOR THE REFERRER

While we respect client confidentiality policies, we cannot accept referrals from agencies that withhold information which we believe could lead to a host or member of their household being placed at risk. It is important that you, as a referrer, disclose all information that might possibly be relevant to the success of the application and not try to make the situation, details about or circumstances of the applicant appear better than they are.

I have read the above and confirm that I have relayed all relevant information fully and accurately. I also confirm that the organisation I represent will continue to actively pursue accommodation for this person while they are hosted (if they are) so that any hosting provided can be brought to a timely end.

Signature* of referrer/person completing this application:	
Organisation name (if applicable):	
Date:	

*An electronic signature is acceptable.

NOTES FOR THE APPLICANT

By signing this application, you give consent for information contained in this form to be shared within the Sanctuary Hosting scheme, and with the host/s with whom you may be accommodated. You are also agreeing to Sanctuary Hosting undertaking a check to see if you have any criminal record and for any of those people referred to on this form to be contacted.

You are also signing that you understand that any hosting offered to you can only be on a short-term basis and that once one arrangement with a host comes to an end there is no guarantee that Sanctuary Hosting will be able to find another host. Being a guest with a host does not give you any rights of tenancy and can come to an end at any time without a reason having to be given. Please note that Sanctuary Hosting reserves the right to refuse guests who present unreasonable behaviour.

I have understood the above and confirm agreement.

Signature* of applicant:	
Date:	

*An electronic signature is acceptable.

Where do I send the form to?

Please email the completed form to info@sanctuaryhosting.org

**What happens next?**

Thank you for filling in this form. We will contact you or the person completing the application as soon as we have reviewed it in full.

Privacy Notice: *All personal information collected, stored and used by Sanctuary Hosting will be held within the provisions of the General Data Protection Regulation 2018. Sanctuary Hosting collects and uses your personal information to advance our charitable objectives and to assist us in monitoring and improving what we do. More specifically, we collect and use your personal information to match hosts to potential guests, to manage the hosting process, to keep supporters and donors informed, and to comply with our legal obligations. We do not share personal information with third parties except where it is necessary in order to carry out our charitable objectives or comply with our legal obligations. For our full privacy policy please email info@sanctuaryhosting.org.uk to request a copy.*