



Abbeyfield (Chichester) Society Limited

Application Form

Private and Confidential

The Abbeyfield (Chichester) Society accommodates mature people in a small house with a sleep-in house manager where they can each have a bed-sitting room which they furnish themselves. The houses are for independent residents who are expected to prepare their own breakfast and tea (basic ingredients provided) Two main meals are provided, prepared and served in the dining room by the house manager. **The House Manager is contracted to be on the premises every night from 11pm for sleep in cover. Day cover is provided from 8am – 1.30pm and from 5pm – 7pm, with the exception of Sundays and Bank Holidays when the House Manager finishes at 1.30pm. A buffet tea is provided on these days.** All rooms have Care line facilities. Daily bed making, light weekly room clean, laundry, heating, lighting and hot water are also provided.

The Society provides no care or nursing. If following a hospital stay you require assistance of a personal nature, ie, washing and dressing, you will be allowed agency help for a period of up to 8 weeks. It is the responsibility of you, your family and or you sponsor to organize and pay for this service. If further care is required after this period, you will need to seek more suitable accommodation where they can provide the right level of service for you.

The Abbeyfield (Chichester) Society is an equal opportunity organisation. This means that all residents and applicants will receive equal treatment regardless of age, sex, religion, belief, race, colour or nationality.

General Data Protection Regulations (GDPR) gives you a number of rights with regard to your personal data. You have the right to request from us access and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

Please be reassured that we will not release your information to 3rd parties, unless you have given us permission to so, or we are required to do so by law.

A copy of our Privacy Policy is available upon request.

Your personal data will be stored for a period of up to 6 years.

THE SELECTION AND FUTURE CARE OF RESIDENTS IS ASSISTED BY ACCURATE REPLIES TO THE FOLLOWING QUESTIONS. THESE REPLIES WILL BE TREATED AS STRICTLY CONFIDENTIAL.



Personal Details

Full name (and title)

Current Address

.....
(Please provide proof of current address: eg utility bill)

Telephone number

Date of birthMarried/single/widow/er

National Insurance number.....

Passport Number:.....

Health

Name, address & telephone number of your doctor to whom reference will be made before your final acceptance

.....
.....

Your present state of health

.....

Your Representatives

Each applicant is required to have a sponsor who serves as the liaison between the resident and Abbeyfield. The sponsor may be a family member or close friend, preferably living locally. **No financial involvement is required**; the role of the sponsor is to assist and support the resident with medical appointments, personal needs, or will arrange for alternate accommodation when the physical, mental, or emotional needs of the resident warrants additional care.

Before a person can be considered for residency at Abbeyfield Chichester, the Society requires a signed "Agreement by Sponsors". The signed "Agreement by Sponsors" must be submitted with the "Application for Residency".



Sponsor Name

Sponsor Address.....

.....

Sponsor Contact No.....

Relationship of sponsor to applicant

Next of Kin Name

Next of Kin Address

.....

Next of Kin contact No.....

Person granted power of attorney: if you have appointed someone as your attorney, please give his or her name and address

.....

.....

Current housing

Do you experience any problems with your current housing? Please describe

.....

.....

.....



Do you receive any help in your current house, such as home help, meals on wheels, guide dog, visiting carers? Please describe

.....

Is this support sufficient?.....

Other information about you

Interests, hobbies?

Do you smoke?

Employment before retiring

Your religious denomination

How would you describe your ethnic origin? This question is optional; it will not influence the outcome of your application in any way. We aim to provide fair and equal access to Abbeyfield houses and we monitor the gender and ethnic origin of applicants to see if we are succeeding in our aim.

British / Irish / European / Asian / Caribbean / African / SE Asian / Other

Future housing at Abbeyfield

Please say why you wish to live at Chichester Abbeyfield

.....

How will you meet and maintain the Society's charges? (own resources, Housing Benefit)

.....

Subject to your inspection and approval of the room, would you like to move into Abbeyfield immediately? YES/NO

If your reply is NO, then please say when you would like us to offer a room

.....



Would you be prepared to accept a room at either of our houses? YES/NO

You should understand that the Society does not accept responsibility for loss or damage (howsoever caused) to your personal effects and furniture. You must therefore obtain adequate insurance for these risks unless you wish to carry the risks yourself. You are asked to give the Society permission to make enquiries of the doctor and sponsor named above in connection with this application, and your signature below will signify your approval.

Referees

Please give details of two referees who have known you for at least five years. These should not be related to you:

Referee 1

Referee 2

Name

Name

Address

Address

.....

.....

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.....

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.....

.....

.....

Signature of applicant.....

Date.....

PLEASE RETURN BOTH FORMS TO THE GENERAL MANAGER:

Mrs Helen Sque,
Oakshade,
Market Avenue,
Chichester,
West Sussex
PO19 1JR
Telephone Number: 01243 539 207



Agreement by Sponsors

1. We acknowledge the role of sponsors outlined and agree to assume this responsibility.
2. We understand that the Society supports the residents of Abbeyfield Chichester so that they can continue to live independently.
3. We understand that Abbeyfield Chichester
 - is not a “Continuing Care” facility; and
 - is not an “Extended Care” facility.
4. We understand that if, at any time in the future, the Society decides that the person for whom we are Sponsors needs more care than the Society provides by way of support for independent living, the Society may ask her/him to leave.
5. Abbeyfield Chichester and we agree that if the Society asks her/him to leave we will make all arrangements necessary for her/him to leave the House within thirty days of receiving such request.

Signature of Sponsor

Print Name:

Address and Postal Code

.....

Telephone Numbers:

Home

Work

Mobile

E-mail address

Relationship to applicant

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