 

**Referrer**

Name

|  |  |  |  |
| --- | --- | --- | --- |
| Referred by: |  | Date of referral: |  |
|  |  |  |  |
| Telephone: |  | Email: |  |
|  |  |  |  |
| Organisation: |  | Relationship: |  |
|  |  |  |  |

**Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | D.O.B: |  |
| Gender |  |  |  |
|  |  |
| Address: |  |
|  |  |
| Postcode: |  |
|  |  |  |  |
| Tel Landline: |  | Tel Mobile: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NI Number:** |  | **UC Claim Start Date:** |  |

**Immigration Status (please mark with an ‘X’)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UK National |  |  | Asylum Seeker Awaiting Decision |  |
| Discretionary Leave to Remain |  |  | EEA National Currently Working |  |
| EEA National financially self-supporting |  |  | EEA National in UK Studying |  |
| EEA National receiving welfare benefits |  |  | Husband/Wife Sponsorship |  |
| Humanitarian Protection |  |  | No recourse to public funds |  |
| Indefinite Leave to Remain |  |  | Refugee |  |
| Study Visa |  |  | Work Visa(s) |  |

**Do you need an interpreter?** Yes No

If yes, please state which language is needed (including British Sign Language):

**Mental Health / Physical conditions/ Additional Information**

(Please provide as much information as possible. Include any support in place, restrictions, ADL skills, and medication.)

|  |
| --- |
|  |

**Office use:**

|  |  |
| --- | --- |
|  |  |
| Date of Interview booked: |  |
|  |  |
| Notes: |  |
|  |  |

**Eligibility Criteria:**

* Male/Female aged 18-65
* Background information if available e.g. OASys, OT Report, etc.
* Service User is prepared to engage with support services provided

**Making a referral:**

We accept individuals aged 18 to 65 who are rough sleeping or at danger of homelessness.

These individuals may or may not have a variety of complicated requirements such as mental health disorders, ex-offenders, alcoholism, early childhood trauma, or family breakup.

**Send completed form to:**

Email: info@mgtsupport.org.uk

or

 wunmi.alabi@mgtsupport.org.uk

**Enquiries:**

Phone: 07483275614

Email: info@mgtsupport.org.uk

**References**

Some services require a reference from someone who knows you, who will be able to give feedback about you. Most will ask you for details of two people (or ‘referees’) that can provide this sort of feedback.

One of these could be a family member or friend the other would need to be a professional person who knows you for example, a social worker or connexions advisors, a teacher, medical person or someone from the police or youth offending service.

**If this information is not provided, the service(s) you have chosen may not be able to process your application.** (For details of services requiring references, please see note on page 2 of this form)

**Professional Referee:**

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Agency/Team |  |
| Address |  |
| Postcode |  |
| Contact Number |  |
| Email |  |

**Personal Referee:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| Contact Number |  |
| Email |  |
| Is this person a relative or friend? |  |

**This short section contains information for all applicants. Please make sure that you read this information.**

**Additional Information for Applicants - Please read this carefully**

If you are invited to attend an interview or meeting with a provider who has received your application, they may ask you to bring along the following additional information.

* **A form of ID:** This would ideally include some form of ID with a photo e.g. passport or photo driving licence, but other forms of ID may also be acceptable. The service provider will be able to give more details of what to bring along with you on the day.
* **Proof of income:** This may include pay slips, proof of benefit entitlement or pension information, or a letter from the Leaving Care Team.

|  |  |
| --- | --- |
|  **MGT Support Office Use Only** |  **Date Application Received**  |

**All applicants are asked to complete this section.**

**Ethnic Monitoring: (please mark with an “X”)**

**Please note that this information is for monitoring purposes only.**

White English / Welsh / Scottish / Northern Irish / British

White Irish

Any other White background

Caribbean

White & Black Caribbean

African

White & Black African

Any other black /African /Caribbean background

Chinese

Pakistani­­­­­­­­­­­­­­­­­­­­­­­

Indian

Bangladeshi­­­­­­­­­­­­­­­­­­­­­­­

Any other Asian background

White & Asian

Gypsy or Traveller

Any other mixed / multiple ethnic background

Arab

Any other ethnic group - please give details **………………………………………….**

Prefer not to answer

**Rehabilitation of Offenders Act**

The Rehabilitation of Offenders Act 1974 enables **some** criminal convictions to become 'spent', or ignored, after a 'rehabilitation period'.

A **rehabilitation period is a set length of time from the date of conviction**. After this period, **some** ex-offenders may not need to mention their conviction when doing things like applying for accommodation or a job, although for some jobs you may still be asked to disclose ‘spent’ convictions e.g. if you were applying for a job working with children or vulnerable people.

**The Act is more likely to help people with few and/or minor convictions**. People with many convictions, especially serious ones, may not benefit from the Act.

**Rehabilitation Periods**

The length of the rehabilitation period depends on the sentence given - not the offence committed. For a custodial sentence, the length of time actually served is irrelevant: the rehabilitation period is decided by the original sentence. **Custodial sentences of more than 4 years can never become spent.**

The following table helps explain rehabilitation periods and when sentences become spent (i.e. do not need to be declared when applying for accommodation, a job etc.):

With some sentences the rehabilitation period varies:

|  |  |  |
| --- | --- | --- |
| A custodial sentence of over 2 years 6 months but not exceeding 4 years | 7 years from the date on which the sentence (including any licence period) is completed | 3 years 6 months from the date on which the sentence (including any licence period) is completed |
| A custodial sentence of over 6 months but not exceeding 2 years 6 months\* | 4 years from the date on which the sentence (including any licence period) is completed | 2 years from the date on which the sentence (including any licence period) is completed |
| A custodial sentence of up to 6 months\* | 2 years from the date on which the sentence (including any licence period) is completed | 1 year 6 months from the date on which the sentence (including any licence period) is completed |
| A sentence of service detention | 1 year from the date on which the sentence was completed | 6 months from the date on which the sentence was completed |
| Dismissal from Her Majesty’s Service | 1 year from the date of conviction | 6 months from the date of conviction |
| Fine | 1 year from the date of the conviction in respect of which the fine was imposed | 6 months from the date of the conviction in respect of which the fine was imposed |
| Community order or youth rehabilitation | 1 year from the last day on which the order has effect | 6 months from the last day on which the order has effect |
| Order |  |  |
| Driving endorsements | 5 years from the date of conviction | 2 years 6 months from the date of conviction |
| Driving disqualification | When the period of the disqualification has passed | When the period of the disqualification has passed |
| Simple caution, youth caution | Spent immediately | Spent immediately |
| Conditional caution, youth conditional caution | 3 months or when caution ceases to have effect if earlier | 3 months or when caution ceases to have effect if earlier |
| Compensation order | On discharge of the order (i.e. when it is paid in full). Proof of payment will be required | On discharge of the order (i.e. when it is paid in full). Proof of payment will be required |
| Absolute discharge | Spent immediately | Spent immediately |
| Relevant orders\*\* (orders that impose a disqualification, disability, prohibition or other penalty) | The end date given by the order or, if no date given, 2 years from the date of conviction - unless the order states ’unlimited’, ’indefinitely’ or ’until further order’ as in these cases it will remain unspent | The end date given by the order or, if no date given, 2 years from the date of conviction - unless the order states ’unlimited’, ’indefinitely’ or ’until further order’ as in these cases it will remain unspent |