



Homestay Host Application Form

FILL IN BLOCK CAPITAL LETTERS

OFFICE USE ONLY:

Section 1-Address

NEW / UPDATE

DATE:

Town: Post Code:

VISITED BY:

Landline: E-mail:

HOSTING SINCE

Section 2-Personal

OWN DBS

YES/NO

DBS PRO-
CESSESED DATE:

REFERENCES
RECEIVED:

YES/NO

HOLIDAYS ?

Main Host Details: (Miss Mrs Mr Ms)

First Name:

Surname:

Date of Birth:

Mobile:

E-mail:

Occupation:

Languages spoken:

Hobbies/Interests:

Partner's details (Miss Mrs Mr Ms)

Nature of Partnership:

First Name:

Surname:

Date of Birth:

Mobile:

E-mail:

Occupation:

Languages spoken:

Hobbies/Interests:

Section 3 -Details of other house occupants

Name	Date Of Birth	Relationship
1 / /
2 / /
3 / /
4 / /

Section 6 –Travel to and from School

Type of travel	Walking <input type="checkbox"/>	Megarider <input type="checkbox"/>	Gold <input type="checkbox"/>	Daily Transport by family <input type="checkbox"/>
Distance to school (km)	_____			
Bus to school	Bus No:	Bus stop name: _____		
Bus from school	Bus No:	Bus stop name: _____		
Services on Saturday mornings and evenings?	Yes/No	Bus No:		
Services on Sunday mornings and evenings?	Yes/No	Bus No:		

Section 7 –Host Preferences

Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Either <input type="checkbox"/>
Age	8-17 years old <input type="checkbox"/>	16+ years old <input type="checkbox"/>	18+ years old <input type="checkbox"/>
Length of stay	year round <input type="checkbox"/>	long/short term <input type="checkbox"/>	summer/winter <input type="checkbox"/>
Diets	vegetarian <input type="checkbox"/>	vegan <input type="checkbox"/>	kosher/halal <input type="checkbox"/>
	celiac <input type="checkbox"/>	lactose intolerant <input type="checkbox"/>	nut allergy <input type="checkbox"/>

Section 8 –Hosting Students aged 8-17 years

Who will see the student off in the morning? _____

Who will be at home when the student returns? _____

Do you have indoor games (cards, board games etc?) _____

How will you organise any afternoons/weekends with students?

Section 9 –References

Safeguarding Regulations for students in Homestay accommodation require the provision of suitable references. Please send an original, written character reference, including name, address and signature of sender. Please give a name and contact for someone who has known you for 5 years or more who will provide us with a character reference.

1st Referee	2nd Referee	OFFICE USE ONLY:
First Name:	First Name:	1 st REFERENCES RECEIVED: DATE: BY WHOM: 2nd REFERENCE RECEIVED DATE : BY WHOM:
Surname:	Surname:	
Address:	Address:	
Town:	Town:	
Post Code:	Post Code:	
Home Phone:	Home Phone:	
Mobile:	Mobile:	
E-mail:	E-mail:	
Relationship to you:	Relationship to you:	
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Section 10 –Gas Safe Certificate

If you have gas supplied to your home for heating or water you will need to have your gas boiler serviced each year. This is a legal requirement if you are renting out the whole or part of your home. We will need to keep a copy of your certificate on file at head office. Please include a copy of your Gas Safety Certificate with this form or send it to us as soon as possible.

Do you have gas supplied to your home?	Yes	No
Do you have an up-to-date Gas Safety Certificate?	Yes	No
Expiry date:	/	/
Is the certificate attached with this form?	Yes	No
Have you completed the Fire Risk Assessment?	Yes	No
Do you have an Emergency Evacuation Register Form?	Yes	No



Section 11- Homestay Handbook

Please sign and date below

I confirm that I have received my Homestay Handbook and noted the contents:

I agree to abide by the rules and conditions therein.

I have read and understood the British Council and English UK Regulations and agree to abide by these regulations.

Signature:

Date:

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Section 12– Prevent and Safeguarding Training

Please sign and date below

I confirm that I have received face to face training on Prevent and Safeguarding. I have read and understood the guidance and commit to following the procedures therein

Signature:

Date:

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Section 13– Safety Responsibility

Please sign and date below

I confirm that I have received an Emergency Evacuation Register Form. I agree to show every student, on arrival, the emergency escape routes and the muster point location. I commit to ensuring that each student dates and signs the Emergency Evacuation Register after they have understood the emergency evacuation procedure.

Signature:

Date:

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Section 14– Safety Responsibility

Have you or your children had any involvement with Children's Services in the past which could affect your application to host our students?

Section 15 – Student Arrivals and Departures

I understand that Homestay Hosts are required to collect students on arrival and drop off on departure. Location details will be given in advance of students arrival.
Concorde International can organise taxi transport but this service must be paid in cash to the driver by the Host Family.
Please sign and date below

Signature:

Date:

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Section 16 – Police check and Update Service

I confirm that I agree to an Enhanced DBS check as required under all relevant UK Regulations in regards to provision of Host family services. If I chose not to use and maintain the Update Service I will have to pay for my own DBS on the next occasion(s) that is required under all relevant updates.

Signature:

Date:

Section 17 – Data Protection Regulations

Concorde International will hold personal data about you. Payment information is not normally communicated to third parties except bank but in the event of an inquiry from a government agency we would pass on information to them to comply with legal requirements. To enable us to deliver services to our clients and our management procedures about our services which may include personal comments about you and your home. You are entitled to see any information we hold about you as long as it does not compromise the privacy of others. I give consent to Concorde International to hold my personal data.

I agree to give the following information to students/agents and schools that I will be hosting.

- My name and surname
- Contact details(address, e-mail address, contact telephone numbers)
- Hobbies, interests,
- Details of other members of the family staying under the address.

We will create a profile to sent out eg:

Amanda and Darren are looking forward to welcoming Concorde International students to their home. They have a lovely home in a quiet residential area. Darren is a taxi driver; his wife is a mental health support worker. In their spare time they enjoy spending time with their grown up children and grandchildren. They also enjoy gardening; cooking and days out. They do not have any pets. Their students have access to unlimited Wi-Fi. Students will need to take No 6 Bus to school. Weekly Bus passes cost 14£.

Signature:

Date:

Office Use:

Homestay Visit Feedback:

Internal Comments:

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Family Accepted ?

YES/ NO

Internal Marking

Reasons for rejection :

- | | |
|--------------------------------|-----------|
| 1. Cleanliness of the room | 1 2 3 4 5 |
| 2. Size of the room(s) | 1 2 3 4 5 |
| 3. Adequate heating | 1 2 3 4 5 |
| 4. Adequate Lighting | 1 2 3 4 5 |
| 5. Level of comfort | 1 2 3 4 5 |
| 6. General cleanliness | 1 2 3 4 5 |
| (A). Bathroom | 1 2 3 4 5 |
| (B).Kitchen | 1 2 3 4 5 |
| (C).Family communal areas | 1 2 3 4 5 |
| 7. Location | 1 2 3 4 5 |
| 8. Interpersonal/Social Skills | 1 2 3 4 5 |
| 9. Experience in hosting | 1 2 3 4 5 |
| 10. Skills/Hobbies | 1 2 3 4 5 |
| 11. Car Owner | 1 2 3 4 5 |
| 12. Private Bathroom | 1 2 3 4 5 |
| 13. Multicultural Interests | 1 2 3 4 5 |

GENERAL SCORE:

Office Use

Spot Check Visit / Date:

Paperwork Info

DBS No

DBS Expiration Date

Update Service Number

Fire Risk Assessment Date

References Yes/No

Gas safety certification expiration date

Other Comments: