

CUSTOMER INTERVIEW SHEET (GENERAL INFORMATION)

Main Applicant's Name	D.O.B.	Current Address	N.I.Number

Partner's Name	D.O.B.	Current Address (If Different)	N.I.Number

	Child(s) Name	D.O.B.	Age	Sex	School
1					
2					
3					
4					
5					
6					

Tel No: _____ Mobile No: _____

Are you employed or on Benefits? Please state either your employer or benefit type. _____

Former addresses for last 5 years

(**Tenure:** eg; Owner/Occupier, Private Rented, Council, Housing Association, Family, Friends, Hostel, Care, Prison, or other, please indicate in the **Tenure box**)

Address	From When	To When	Tenure	Reason for leaving

Partner's former addresses for last 5 years (if different from above)

(**Tenure:** eg; Owner/Occupier, Private Rented, Council, Housing Association, Family, Friends, Hostel, Care, Prison, or other, please indicate in the **Tenure box**)

Address	From When	To When	Tenure	Reason for leaving

FOR OFFICE USE ONLY

Medical form issued _____
Assessed As _____

Please state the reason for your application.

Have you had any involvement from any agencies listed below?

Social Worker _____	Tel No _____
Probation Officer _____	Tel No _____
Connexions Officer _____	Tel No _____
YOT Worker _____	Tel No _____
Other _____	Tel No _____
GP's Name _____	Tel No _____

Do you have any medical problems YES NO

Are you or anybody in your family pregnant, if so when is the baby due? _____

Please indicate which group best describes the main applicant.

<p>White</p> <p>British <input type="checkbox"/> (1)</p> <p>Irish <input type="checkbox"/> (2)</p> <p>Any other white Background (2A)</p> <p>Please specify</p> <p>.....</p>	<p>Black or British Black</p> <p>Caribbean <input type="checkbox"/> (3)</p> <p>African <input type="checkbox"/> (4)</p> <p>Any other black background (4A)</p> <p>Please specify</p> <p>.....</p>
<p>Asian or British Asian</p> <p>Bangladeshi <input type="checkbox"/> (5)</p> <p>Indian <input type="checkbox"/> (6)</p> <p>Pakistani <input type="checkbox"/> (7)</p> <p>Any other Asian background (7A)</p> <p>Please specify</p> <p>.....</p>	<p>Dual Heritage</p> <p>White and Black Caribbean <input type="checkbox"/> (8)</p> <p>White and Black African <input type="checkbox"/> (9)</p> <p>White and Asian <input type="checkbox"/> (10)</p> <p>Any other dual heritage (10A)</p> <p>Please specify</p> <p>.....</p>
<p>Chinese or Other Ethnic Group</p> <p>Chinese <input type="checkbox"/> (11)</p> <p>Any other ethnic group (12)</p> <p>Please specify</p>	

• **DECLARATION – Please read carefully before signing**

The information provided by me/us in this form is true and by signing this form I/we understand that:

Under the terms of the Housing Act 1996, Part VII, Section 214 (Homelessness Law) it is an offence if I/we give false information or do not inform the Housing Department of any changes of facts, which could be relevant information, or do not inform the Housing Department of any changes of facts, which could be relevant or material to my/our application as Homeless/Potentially Homeless.

If found guilty of such an offence you can be fined up to **£5,000**. The maximum figure of £5,000 was set by the Criminal Justice Act 1991 and may be increased.

Trafford Borough Council has a duty to protect the public funds it administers. In recognition of the need for the highest standards of probity the Council is committed to playing a full part in data matching for cross system and cross authority purposes to assist in the prevention and detection of fraud. Data matching techniques are designed to bring together records that are available in the public arena and applicants are advised this includes tenancy information details.

Data matching is carried out with full regard to data protection and human rights legislation.

If you do not understand this notice, please ask your Housing Officer to explain it to you before signing the form below.

- The information provided by me/us will be put into the Council's computer and used as part of the Housing Advice and Homelessness procedure.
- I/we understand that the contents of my/our application may be scrutinized by internal/external auditors, for example the Legal Services Commission, for the purpose of quality management.

Signed: **Date:** **(Applicant)**

Signed: **Date:** **(Partner)**