



**emmaus**

25 January 2021

Dear Colleague

## Application information for a place at Emmaus Glasgow

Based in a purpose-built building in the north of the city, Emmaus Glasgow is a different concept in services for homeless people. Here, people come together to live and volunteer as part of a community – becoming “Companions” when they join us. The community is made up of up to 29 men and women who come from all over the UK and beyond. In joining us though, everyone must agree to:

- Volunteer full time within Emmaus Glasgow
- Sign off state benefits
- Abide by the rule of no drugs or alcohol on the Emmaus Glasgow site
- Respect other people

We provide comfortable en-suite single rooms, all food, toiletries and work clothes as well as training and a weekly allowance of £40. Each Companion is linked with a key worker and together they agree a support plan to address specific issues and allow personal development, as well as set a tailored plan for the future.

Emmaus Glasgow is not a homeless hostel and the community living aspect along with the strict rules regarding alcohol and drugs mean that this is not an option appropriate for everyone. We can accept people who have no active addictions and low-medium support needs. However, we only work on a referral basis so it is essential that full details are provided on the form enclosed including the contact details of all those who are, or have been, involved in the support of the applicant. Please also ensure that the consent form is signed by the applicant to allow information on the form to be confirmed by contact with agencies and people included on the application form. It is only then that we are able to carry out a full assessment and proceed to the interview stage of the application, with a visit to Emmaus Glasgow.

We are currently accepting referrals for consideration, so please complete the enclosed form and return it to us. Alternatively, if you have any questions, please do not hesitate to contact me and I will be happy to help.

Best wishes

Margaret Lappin

**Community Leader**

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## Guidelines for the Applicant

Emmaus Glasgow is a community of “Companions”. And as with any community there are many different types of people here who must live and work together. We need to be sure that this is the right place for you, and we want you to feel the same. **All information that you provide will be kept confidential.**

The assessment process is, therefore, a two-way one. We are assessing you for your suitability to join this community, and we expect you to be doing the same to us.

- Please give as much information as you can. We will assess you on your present and likely future suitability, not on your past
- You must sign to give your consent for information about you to be passed to us at Emmaus Glasgow
- We will process your application as quickly as possible and will normally contact you within five working days of receiving it
- Please do not hesitate to get in touch if you have any questions about your application.

As a member of the Community you must:

- Sign off all Income Support and Job Seekers Allowance
- Take an active part in the life of the Community
- Do the work that is asked of you, to the best of your ability
- Respect the Community and other Companions.

In return we will provide you with your own en-suite room, all your meals, toiletries, work clothing and an allowance of £40 per week (plus an additional £5 every week banked for you for when you leave).

Working, usually within our second-hand furniture business, provides an opportunity to develop skills, gain appropriate qualifications and experience, as well as giving you the knowledge that you have earned your right to enjoy the facilities of Emmaus Glasgow.

There are 300 Emmaus communities throughout the world (although Glasgow is the first one in Scotland). These communities have the same basic rules that all Companions must follow: no alcohol or drugs on the premises and no claiming benefits.

We need you to understand and follow these rules and to support and assist the Management Team in ensuring that these rules are kept so that the Community can be a safe and welcoming home for us all.

Thank you for your interest in Emmaus Glasgow.



## Guidelines for referring Organisation for completing the Companion Application Form

We would ask you to complete this application form **with** the potential Companion (applicant). Please ensure that they have signed the declaration consenting to your providing us with the information.

The purpose of the form is for all of us involved to make as thorough an assessment as possible of the needs of the applicant and whether there will be sufficient support available at Emmaus Glasgow to meet them.

Emmaus Glasgow does not receive Supported People funding and does not have a large team of staff to meet complex needs.

### Notes to each section

1.	Housing / Homelessness history We ask that Companions stay for at least three months and there is no upper limit of length of stay.
2	Physical and mental health issues As detailed as possible, including current treatment/medication.
3.	Offending / Violence Details of any convictions and whether the applicant is on any register. This should also include any violent behaviour that has not led to a conviction.
4.	Drug use/history Please note that current use does not automatically prevent someone from entering the Community. Depending on the type of usage, some applicants may be encouraged to seek specialist help before joining.
5.	Alcohol use/history Please note that current use does not automatically prevent someone from entering the Community. Depending on the type of usage some applicants may be encouraged to seek specialist help before joining.
6.	Needs assessment What existing support would you be continuing to offer the potential companion? What other support would she/he continue to access? Please give details.
7.	Skills, qualifications, experience & interests Drivers with clean licenses, woodworking skills, electricians, plumbers etc are particularly welcome. Vital though is the willingness to 'muck in' and support the Community to the best of their ability. Also important are the hobbies and interests of the applicant.



## Companion Application Form

Name of applicant/client	
Applicant Contact details	
Date of Birth	
National Insurance no.	
Next of Kin and family background	

Name of referring worker	
Job title	
Organisation/Dept	
Address	
Telephone number	
Email	











**5. Alcohol use / history**

- *Please advise of any past or present alcohol problems INCLUDING CURRENT USE and details of on-going treatment or contact with alcohol services:*
  
  
  
  
  
  
  
  
  
  
- *Where possible give contact details of a named worker:*
- *Drink(s) of choice:*
- *Pattern:*
- *Any known triggers:*
- *Any treatment attempts etc.*



**6. Needs Assessment**

- *What types of support would the applicant continue to access if s/he joined Emmaus Glasgow?*

**7. Skills / qualifications / experience/ interests**

- *Please outline any skills, experience, qualifications, and interests that may be relevant.*
  
- *Please advise of any other relevant factors including previous service in Armed Forces, Police, Probation and Merchant Navy.*

Referring officer/worker name (please print)	
Signed by referring officer/worker:	
Date:	



**Consent Disclosure**

Applicant name	
Date of Birth	
NI Number	
Address	

I hereby give my consent for medical and any other information to be passed onto Emmaus Glasgow.

Signature	
Date	

**The above named person is seeking accommodation including a support plan from Emmaus Glasgow. The above statement and signature represent their consent to the disclosure of relevant information.**

Name	
Signature	
Date	

**CONFIDENTIAL- REFEREE ONLY**

**Any other information, as the referral agent, that you feel is important for this application.**

- *Please include a reference to any needs from Section 6 - Needs Assessment that may not be met by Emmaus Glasgow and how that may be resolved. Please provide as much information as possible for prompt decision.*