



## Host Family Profile

General Information			
Address:			
Town:		Postcode:	
Home Telephone:			

Personal Details				
	Contact 1		Contact 2	
First name:				
Last name:				
Mobile:				
Email:				
Date of birth:				
Occupation:				
Company:				
Can you be contacted at work? <i>If yes, please provide number</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you hold a current DBS/CRB disclosure (Police Check)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details below</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details below</i>	
	Name:		Name:	
	Number:		Number:	
	Date of issue:		Date of issue:	
Are you a smoker?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a criminal record?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please write details of all other people living in your household (including lodgers):						
Name	Sex	Date of birth	Relationship	Occupation	Smoker	Criminal record
	<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Safety	
Do you have gas appliances?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, are these appliances checked at least annually by a qualified gas engineer? <i>(This is a legal requirement)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gas Safety Certificate Number <i>(please provide a copy of the original document annually):</i>	
Renewal/Expiry Date:	Issued by:
Do you have carbon monoxide detectors fitted? <i>(This is a TTPL requirement)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have regularly tested fitted smoke detectors? <i>(This is a TTPL requirement)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Accommodation Details

	Number of single beds	Number of double beds*	Total number of beds	En-suite?
Room 1				
Room 2				
Room 3				
*If double would you accept a couple? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Which type of hosting can you offer? <input type="checkbox"/> Full-board <input type="checkbox"/> Half-board <input type="checkbox"/> Self-catering				
How many bathrooms are in your home? (No more than 4 adults sharing a bathroom)				
What facilities are available to our students? (E.g. Private bathroom, shared family lounge, TV in bedroom)				
Do you have any pets? If yes, please tell us about them e.g. 1 large dog, 2 hamsters etc. <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have a preference to host male or female? <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Either				
Do you accept a student that smokes? <input type="checkbox"/> Yes <input type="checkbox"/> No (NB - If yes it is perfectly acceptable to have a 'no smoking in the house rule')				
Would you agree to accommodate vegetarian or other dietary requirements? Vegetarian <input type="checkbox"/> Yes <input type="checkbox"/> No      Vegan* <input type="checkbox"/> Yes <input type="checkbox"/> No      Gluten free/Dairy free* <input type="checkbox"/> Yes <input type="checkbox"/> No *Supplement payable £3 per night				
Do you take students from other organisations*? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list: *Students from different schools are not allowed to share a room with our students)				
- Please inform TTPL if anyone moves in/out of your home, if a resident turns 18 or any changes (pets, rooms available etc.) - Sight of 2 Identification Documents will be requested during the property inspection (e.g. passport, driving licence, utility bill)				

## The undersigned represents and agrees as follows:

The information given is true and correct.

I have read and understood the TTPL Host Family Guide and will adhere to the guidelines contained within.

All information provided will be held and used by TTPL in accordance to the current Data Protection Act and GDPR regulations

### Fair processing of personal data

We collect your personal details, and the personal details of other members of your household over the age of 18, on our Host Family Profile for the following legitimate interests:

- To match you with students and then provide details of hosting accommodation to our partners, students and work placement providers
- To enable us to pay you for this service
- DBS details if you are hosting under 18s
- Company you work for - for marketing purposes
- Phone details for communication and emergency contact
- We store your details electronically and in paper files
- We will need to keep your details for a period of time for audit or legal reasons i.e. purpose of UK Financial Legislation

### Your rights

- To ask what data we are holding on you
- To ensure accuracy of the data we hold on you
- To ask for removal of your data (except for that which is required by Audit or UK Financial Legislation)

## All adults living in your property must sign below:

Name	Signature	Date

Thank you for your interest in becoming a host family. Please send completed Host Family Profiles to:  
**The Training Partnership Ltd, Torbay Business Centre, Lymington Road Torquay, TQ1 4BD**

## For office use only:

Proof of ID <input type="checkbox"/> Passport <input type="checkbox"/> Driving licence	Name:	
Member of Staff:	Date:	