

Members Application Form

Adults with learning disabilities who live in, or receive services in Dacorum may apply to join our schemes. If you are having difficulties filling this form in, please ask someone to help you. Please complete all the sections that apply, as fully as possible (continue on extra sheets if necessary), and return it to the Dacorum Mencap office. The information you provide is confidential and is only for use by Dacorum Mencap. All your information will be kept secure and is protected under the Data Protection Act 1998.

If you are completing this form yourself please fill in your information below, if you are completing this form for someone else, please complete their information here and then your information at the end of the form.

About you:

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Name:

Address:

.....

..... Postcode

Home telephone number:

Mobile telephone number:

Email:

Date of Birth:

Please attach a photograph of yourself here

Do you give us permission to use photographs of you in publicity, newsletters, displays, social media etc.?

☐ YES ☐ NO

Dacorum Mencap cannot accept any responsibility for photographs posted on our facebook site by people outside our organisation.

A large, empty rectangular box with a black border, intended for attaching a photograph. An arrow points from the text "Please attach a photograph of yourself here" to the top-left corner of this box.

About your learning disability:

Do you have a diagnosis of a learning disability? ☐ YES ☐ NO

What is your diagnosis?

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When did you receive your diagnosis?

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Who gave you your diagnosis?

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About your Doctor:

Doctor's name:

Doctor's address:

Doctor's telephone:

One of our aims is to give unpaid carers a break, however we are not able to cater for everyone's needs, some will have to attend with a carer.

Are you planning to attend with your own carer? ☐ YES ☐ NO

If yes, for what reason?

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Please note that we may have to charge your carer for some activities.

In case of emergency, who should we contact?

Name:

Phone Number Landline:

Mobile Phone Number:

Name:

Phone Number:

Mobile Phone Number:

About your main carer:

Name:

Telephone number:

Email:

Relationship to you:

If this is a staff member, who is their employer?

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Do you receive any support from family members or friends? ☐ YES ☐ NO

If yes, please provide details below, each one will need to fill in an equal opportunities form which can be found at the end of this form (This is for statistical purposes, which our funders ask for; it is not used to identify individuals).

Carer 1 Name:

Phone number:

Relation to you:

Carer 2 Name:

Phone number:

Relation to you:

About other professionals in your life:

Do you have a current social worker? ☐ YES ☐ NO

If yes, what is their name?

Which team are they from?

- ☐ Adult Learning Disability Team
 ☐ Transition Team
 ☐ Mental Health Team
☐ Sensory Services
 ☐ Older People's Team

Do you have a current community nurse or probation officer? ☐ YES ☐ NO

If yes, please give their name and contact details:

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Do you attend any other services or clubs? ☐ YES ☐ NO

If yes, which one(s)?

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Do you have a voluntary job or paid employment? ☐ YES ☐ NO

If yes, where?

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About your health

Do you have epilepsy? ☐ YES ☐ NO

If yes, how often do you have a seizure?

What type of seizures do you have?

Do you get a warning?

Do you have an epilepsy protocol? ☐ YES ☐ NO

If yes, you must attach a copy

Do you have any of the following?

☐ Asthma ☐ Diabetes ☐ Mental Illness

If you have a mental illness, what is your diagnosis?

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How does this affect your life? (tell us about any phobias, anxieties, eating disorders or behaviours that we need to be aware of)

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Do you have any allergies? ☐ YES ☐ NO

If yes, what are you allergic to?

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Do you have any special dietary requirements? ☐ YES ☐ NO

If yes, what are they? Is this medical, cultural or choice? Please explain

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Do you need any help with feeding? ☐ YES ☐ NO

(Please note that we are unable to help with feeding, except to remind people to eat and drink)

If yes, please explain

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Do you have any other medical conditions that we should be aware of? ☐ YES ☐ NO

If yes, what are they?

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Do you have any sight, hearing or mobility problems? ☐ YES ☐ NO

If yes, what are they?

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Do you have any incontinence problems? ☐ YES ☐ NO

If yes, please explain

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About your medication

(Please note that we are unable to administer medication at activities)

Please list all regular medication that you take, and explain what they are for:

(Continue on separate sheet if necessary)

I take this medication:	I take this for:

Is there anything else we need to know about your health? ☐ YES ☐ NO

If yes, please explain

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Do you consume alcohol? ☐ YES ☐ NO

(Please note that members are all adults and therefore responsible for their own alcohol consumption)

About your behaviour

Every new member is risk assessed, so we need to know what the risks are. Please be honest when answering these questions, if you have challenging behaviour it doesn't mean that you cannot join our schemes.

Do you show any aggression or challenging behaviour (this includes abusive language and sexual behaviours)? ☐ YES ☐ NO

If yes, please explain

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Are you likely to wander off, hide or leave without telling anyone? ☐ YES ☐ NO

If yes, please explain

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Are you likely to be over friendly, tactile or flirty with other people, including strangers?

☐ YES ☐ NO

If yes, please explain

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Are you aware of and do you respect other people's boundaries and personal space?

☐ YES ☐ NO

Have you ever posed a risk to others due to your behaviour?

☐ YES ☐ NO

If yes, to whom? Please explain

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About your Independence

Are you an independent traveller during the day? ☐ YES ☐ NO

Are you an independent traveller during the evening? ☐ YES ☐ NO

If you were at an activity and wished to leave early, are you safe to do so?

☐ YES ☐ NO

(Please note that transport between your home and the activity is the responsibility of your carer.)

Are you fully aware of road safety and able to cross roads on your own?

☐ YES ☐ NO

Are you aware of the value of money and able to use money without assistance?

☐ YES ☐ NO

Do you have any speech difficulties? ☐ YES ☐ NO

If yes, please explain

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Do you use any other forms of communication? Eg. Makaton, symbols, speech box

☐ YES ☐ NO

If yes, please explain, if you use Makaton what are your key signs?

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Your background

Please let us know which schools and colleges you attended

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If you have recently moved from another area, please let us know where you have moved from (include the date of your move)

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Use this space to tell us about anything else you feel we should know about you, you could include such things as cultural or religious information; the best way to handle you if you become unhappy; any involvement with the police or anything else that is relevant to your application.

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Thank you for letting us know all about you, if we are unclear about anything we will contact you.

Declaration

You must read and sign this section to complete your application.

I accept responsibility that I have provided to Dacorum Mencap information that is correct and to the best of my knowledge. I understand that any changes of information should be given to Dacorum Mencap in writing and it is my responsibility to do so.

I give consent for Dacorum Mencap to request and receive information about me from people mentioned in this form as well as the following people who know me: Day service, Activity group, School, College, Charity or other organisation; Social Worker; Community Nurse; Doctor; Probation Officer; Support Worker; Employer.

Name:

Signed:

Date:

If the person applying is unable to sign this form (or lacks capacity to give consent), please sign your consent for them:

Name:

Signed:

Date:

Relationship to applicant:

Date:

Name of person who completed the form:

If anyone else was present when the form was completed, please also add their names

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If you have any questions, please call us 01442 247675

Please return this form to: Dacorum Mencap, 48 High Street, Hemel Hempstead, HP1 3AF.

If you post it you will need a stamp for a large letter, or we will not receive it.

Please now complete the Equal Opportunities Form and the Application Form to become a member of Dacorum Mencap.

Equal Opportunities Monitoring (about you)

This information is used for statistical purposes and not to identify specific individuals.

Gender	Please tick	Ethnic Group	Please tick
Male		White British	
Female		White Irish	
Transgender		White Polish	
Not Known		Any other White	
Rather not say		Bangladeshi	
		Indian	
		Pakistani	
		Any other Asian	
		African	
		Caribbean	
		Any other Black	
		White and Asian	
		White and Black African	
		White and Black Caribbean	
		Any other mixed	
		Chinese	
		Traveller/Gypsy	
		Other please state	
		Not Known	
		Rather Not Say	
		Religion / Belief	
		Christian	
		Jewish	
		Hindu	
		Muslim	
		Buddhist	
		Sikh	
		Other (please state)	
		No Religion	
		Not Known	
		Rather Not Say	
		Where do you live	
		In my own home/with partner	
		With Family	
		In Supported Housing	
		In Residential Care	
		Other	

Equal Opportunities Monitoring about your Unpaid Carers

This information is used for statistical purposes and not to identify specific individuals.

UNPAID CARER 2

Gender	Please tick	Ethnic Group	Please tick
Male		White British	
Female		White Irish	
Transgender		White Polish	
Not Known		Any other White	
Rather not say		Bangladeshi	
		Indian	
		Pakistani	
Age		Any other Asian	
Under 18		African	
18-24		Caribbean	
25-34		Any other Black	
35-44		White and Asian	
45-54		White and Black African	
55-64		White and Black Caribbean	
65-74		Any other mixed	
75-84		Chinese	
85-89		Traveller/Gypsy	
90+		Other please state	
Not Known			
Rather Not Say		Not Known	
		Rather Not Say	
Sexual Orientation			
Heterosexual		Religion / Belief	
Gay Man		Christian	
Lesbian/Gay Women		Jewish	
Bisexual		Hindu	
Not Known		Muslim	
Rather Not Say		Buddhist	
		Sikh	
Do you have a disability?		Other (please state)	
Yes			
No		No Religion	
		Not Known	
Resident of		Rather Not Say	
Dacorum			
Hertsmere			
St Albans			
Three Rivers			
Watford			
Welwyn Hatfield			
Other (please state)			



To become a member of the schemes you must also be a member of Dacorum Mencap. Membership to Dacorum Mencap requires a £17 annual membership fee. Please complete the form below and send in with your payment and application form.

Dacorum Mencap Local Society
(Charity Number 212549)
Membership Application and Renewal Form

ANNUAL SUBSCRIPTION FOR DACORUM MENCAP

Membership to Dacorum Mencap is just £17 per year (April to April) for a family living at the same address. For this you get a monthly activity programme.

Please send the completed form and your payment to:

Dacorum Mencap, 48 High Street, Hemel Hempstead, Herts. HP1 3AF.

**Cheques payable to "Dacorum Mencap" or you can make a BACS payment to
Account Name: Dacorum Mencap, Sort Code: 40-52-40, Account No: 00037004**

Name/s (please list family)

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Address:

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Post Code Tel No.

Clearly write your email address please

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DATA PROTECTION ACT

All Information held on our computer is protected under the Data Protection Act.

GIFT AID

If you are a tax payer please complete the Gift Aid Declaration overleaf. Gift Aid is very important to us as it allows us to claim 25p of tax on every £1 you give us and does not cost you anything. (People in receipt of ESA, JSA, INCAPACITY or INCOME SUPPORT are not tax payers)

Gift Aid declaration

Only to be completed by British Tax Payers

Name of charity **DACORUM MENCAP (Charity Number 212549)**

Please treat all gifts of money that I have made in the past 6 years and all future gifts of money that I make from the date of this declaration as Gift Aid donations.

You must pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April one year to 5 April the next) that is at least equal to the amount of tax that the charity or Community Amateur Sports Club will reclaim on your gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify.

Your details

Title. Initial(s) Surname

Home Address

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Postcode Date

Signature

Please notify us if you:

1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

What we can claim:

- We can reclaim 28p of tax on every £1 you gave up to 5 April 2008.
- We can reclaim 25p of tax on every £1 you give on or after 6 April 2008.
- The Government will pay us an additional 3p on every £1 you give between 6 April 2008 and 5 April 2011. This transitional relief for us does not affect your personal tax position.

If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self-Assessment tax return if you want to receive the additional tax relief due to you.

Thank you very much for taking the time to complete this declaration