

APPLICATION PROCESS FOR DRAPERS COTTAGES

The suitability of an applicant for residence at Drapers Cottages will be determined by the following criteria based on terms outlined in of the will of Michael Yoakley (1707):

1. Economic – of minimal income and limited investment.
2. Health - in general good physical and mental health; able to look after themselves on a day to day basis e.g. do their own shopping, washing, cooking with minimal if any assistance.
3. Social - kind, considerate, respectful of neighbours, “of Godly life and good conversation”, an asset to the Drapers community (See the original criteria as stated by Michael Yoakley).

PROCESS:

1. On initial application the applicant will be invited for an **informal visit** to the homes and if still interested in applying, will be given an application form to complete.
2. The care Manager will review the **application form**. If she decides at this point that the applicant does not meet the above criteria, the applicant will be informed that their application has been unsuccessful.
3. Two **references** will be taken up from referees given by the applicant, as well as a reference from the applicant’s current landlord, if appropriate. The Manager will review the references. If she decides at this point that the applicant does not meet the above criteria, the applicant will be informed that their application has been unsuccessful.
4. The Care Manager will arrange a **home visit** to informally interview the applicant and clarify any details from the application form. If she decides at this interview that the applicant does not meet the above criteria, the applicant will be informed that their application has been unsuccessful.
5. The applicant will be invited to attend a **formal interview** at Yoakley House with a Board member, the Care Manager, the Executive Manager and the Warden (or their respective deputies). If the interview panel decide at this point that the applicant does not meet the above criteria, the applicant will be informed that their application has been unsuccessful.
6. The applicant will be required to provide a **medical report** from their own GP. Any costs will be met by the Charity. The Care Manager will review the medical report. If she decides at this point that the applicant does not meet the above criteria, the applicant will be informed that their application has been unsuccessful.
7. Being confident that the applicant meets the above criteria after completing the full process, the Manager will **recommend to the Trustees** that the applicant be accepted on to the waiting list. If at this point there is any uncertainty about the applicant’s suitability for a place, the Trustees will be asked to make a final decision.
8. When he/ she reaches the top of the waiting list (kept in date order of acceptance on the list), the applicant will **be invited to accept the next available cottage**. Should he/she decide not to accept the cottage offered, he/she will be reconsidered for the next available place but should he/she turn down 2 offers (other than in exceptional circumstances e.g. the applicant is in hospital) he/she may be required to repeat certain aspects of the application process in order to remain on the waiting list at the discretion of the Trustees.
9. Either the Chairman of the Trustees or another Trustee acting on his behalf will be available to assist the Care Manager in cases of difficulty. Details of how this process is working will be reported to the meetings of Trustees.