

IN CONFIDENCE WHEN COMPLETED**APPLICATION FOR ASSISTANCE**

Name of Organisation: The Royal Commonwealth-Ex Services League
Registered Charity Number 1174874



CASE NO: _____ REF NO: _____

1 Particulars of applicant		NI number										
Surname		First names										
Address		Date of birth										
		*Place of birth										
		*Religion										
Postcode		Single/married/divorced/widowed/partner										
Telephone		Date of marriage/partnership (if applicable)										
How long at this address?		Date of divorce/separation (if applicable)										
Type of accommodation (house, flat etc)		Date of spouse/partner died (if applicable)										
Owner occupier / rented / leased		Relation to person in Section 4										
Previous address if changed within last 3 years												

2 Particulars of spouse/partner		NI number										
Surname		First Names										
Address (if different from applicant)		Date of birth										
		*Place of birth										
		*Religion										
Postcode		Telephone										
Reason for separate address (if applicable)												

**note: a number of charities give only to people born in a certain place; others give specifically to people of a certain religion*

3 Particulars of sons and daughters (including adults) and dependants				
Name	Age	Living at home/ away	Relationship to Applicant	Employed/unemployed, or at School/college/university

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4 Particulars of person on whom eligibility is based			
Surname when serving		Date of birth	
Forenames		Relationship to Applicant	
Date of death (if applicable)		Cause of death (if applicable)	
Rank at end of Service		Service number	
Medals/Decorations		Character on discharge	
Type of Service (Wartime/Regular/National Service/TA/Reserve/other)			
Service in operational theatres			
If POW state country and period			
Service/Corp/Regiment (includes split Service, with dates: include all Corps/Regiments; for Royal Navy give last ship/establishment, for RAF state Trade)	Date of Enlistment	Date of Discharge/ Transfer	Reason for Discharge
Verification of Service Have Service details been verified? YES/NO If YES, by what means			

5 If spouse/partner also served			
Surname when Serving		Date of birth	
Forenames		Relationship to Applicant	
Date of death (if applicable)		Cause of death (if applicable)	
Rank at end of Service		Service Number	
Medals/decorations		Character on Discharge	
Type of Service (Wartime/Regular/National Service/TA/Reserve/other)			
Service in operational theatres			
If POW state country and period			
Service/Corp/Regiment (includes split Service, with dates: include all Corps/Regiments; for Royal Navy give last ship/establishment, for RAF state Trade)	Date of Enlistment	Date of Discharge/ Transfer	Reason for Discharge
Verification of Service Have Service details been verified? YES/NO If YES, by what means?			

6 Details of civilian employment (Even if currently retired or unemployed: this will help with almonisation)					
	Name of Employer	Nature of Employment	Dates		Union or Trade Association, or Types of Business
			From	To	
Applicant's employment					
Spouse/partner's Employment					

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7 Weekly income and expenditure of household							
Weekly income		£	Weekly Expenditure		£	Arrears	Office use
Earnings			Mortgage				
Wages/Salary (Applicant)			Second Mortgage				
Wages/Salary (Spouse/Partner)			Rent (less Housing Benefit – see Section 9)				
Maintenance/ CSA Receipts			Council Tax (less Council Tax Benefit - see Section 9)				
Sub-letting, boarders, etc			Gas				
			Electricity				
Pensions (Applicant)			Magistrates court fines				
Service Retirement Pension			Maintenance/CSA payments				
Service Invalidation Pension	%		Water rates/sewage charges				
Occupational Pensions			Telephone				
State Retirement Pension			TV/video/satellite/cable				
War Disablement Pension	%		Ground rent/service charges				
State Widows Pension/Bereavement Allowance			Building/contents Insurance				
War Widow's Pension/AFFP Pension			Other housing costs				
			Mortgage endowment policy				
			Life insurance				
Pension (spouse/partner)			Other insurance(s)				
Service Retirement Pension							
Service Invalidation Pension	%		Other fuel (inc. oil, coal, calor gas)				
Occupational Pensions			Pension contributions				
State Retirement Pension			Housekeeping (inc. food, laundry, cleaning materials, newspapers, pocket money etc.)				
War Disablement Pension	%		Car costs (inc. insurance, MOT, running costs, tax)				
State Widows Pension/Bereavement Allowance			Travel costs (inc. taxis and buses)				
War Widow's Pension/AFFP Pension			School meals/meals at work				
			Clothing				
State benefits			Prescription/health costs				
JSA/Income Support (applicant)			Carer/childminder costs				
JSA/Income Support (spouse/partner)			Liabilities/debts (from section 10 opposite)				
			Other expenditure				
Disability-related benefits-specify							
Family/child-related benefits-specify							
Other benefits- specify							
All other income (e.g. contributions from other household members)							
TOTAL INCOME			TOTAL EXPENDITURE				

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8 Savings and capital	£
Applicant's and spouse/partner's total savings (inc. capital, investments, building society, bank)	

9 State Benefits	
Is the Applicant in receipt of Housing Benefit?	YES / NO
Is the Applicant in receipt of Council Tax Benefit ?	YES / NO
Are enquires about other benefits being made? If YES, which benefits?	YES / NO

10 Liabilities/debts (incl. secured loans, unsecured loans, HP, trading agreements, loans from family members)					
Creditors	Date of Purchase	Amount of Contract	Weekly instalments	Total arrears of instalments	Amount outstanding
TOTALS					

11 Previous assistance (from all sources including The Royal British Legion and SSAFA Forces Help)			
Date	Amount	Fund	Nature of assistance

12 Assistance required		
Type of Assistance	Estimated cost	Contribution from client and family members

13 Declaration

* I declare that the information I have given in Sections 1-12 is, to the best of my knowledge, correct.

* **Permission to act on your behalf:** by providing your written permission we may contact third party organisations on your behalf, in accordance with your instructions. You can withdraw your permission at any time by writing to us. 'I hereby authorise my representative from The Royal Commonwealth Ex-Services League (RCEL) to contact you and to act on my behalf. I authorise you to provide my representative with information as may be requested by them in connection with my affairs'.

* **How we use your personal information:** RCEL is fully committed to respecting your rights and its duty to use your personal information lawfully, in line with the General Data Protection Regulation (GDPR) May 2018. Your personal information will be:

- Securely stored and used by staff to provide you with assistance
- Shared with other charitable organisations and companies we work with to provide you with assistance
- Used to monitor and improve our services (by creating statistics, reports and evaluations, as well as being audited by us or our appointed representatives).

I agree that my personal information can be used as above.

Signature of applicant

Signature of applicant's spouse/partner

Date:



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14 Other funds approached (Local, national, occupational etc with amounts requested/promised/received if known)	
1	4
2	5
3	6

15 Caseworker's Report and Recommendations

- * Caseworkers are reminded of their responsibilities with regards to DATA Protection Act 1998.
- * A copy of "Notes for Clients" or equivalent Fair Processing Notice should be left with the applicant.

	Amount Required	£

(continue on page 6 if necessary)

Signature of Caseworker	Date
Name in Block Letters	Office held
Title (for correspondence)	
Postal Address	*Branch/Division/Service Committee
	Flag book no/Branch no
	Fax
Telephone	e-mail

Cheques should be made payable to :(a/c Name) and sent to: -

*delete as necessary

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(Continued from Section 15)