

Questionnaire for Homestay Hosts

Berlitz Manchester strives to ensure that the homestay experience is enjoyable for both the student and the host. The aim of this questionnaire is to acquire an understanding of your home lifestyle and to ensure that we match your requirements with those of the student as closely as possible. Please read our 'Minimum Requirements and Code of Practice for Homestay Hosts' before completing this questionnaire. All members of the household aged eighteen plus must also complete a Berlitz Manchester declaration. Please answer the questions honestly and contact the school on 0161 228 3607 if you have any questions.

Once completed, please return this form to the Accommodation Officer, Berlitz Manchester, 55 Mosley Street, Manchester, M2 3HQ

Personal Details			
TITLE e.g. Mr/Mrs/Dr		Surname	
First Name		Marital Status	
Any Previous Names			
Male/Female		Date of Birth	
Nationality		Occupation	
Home Address		Daytime Telephone No	
		Evening Telephone No	
		Mobile Number	
Postcode		Email	

Household Member Details				
<p>Please provide details of all the members of your household (please note all adults must complete a Berlitz Manchester declaration)</p>				
Name	DOB	Relationship to yourself	Occupation	Any previous names
<p>Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, please specify here what type(s) of pet(s) you have and how many.</p> <p>.....</p>				

Is English the normal language of communication in your household?

- Yes
- No (Please specify native language)

Have you provided homestay accommodation for visiting foreign students before?

- Yes
- No

If you answered yes, please indicate which institution(s) you have worked with before?

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Please describe below hobbies and activities your family enjoys:

.....

Student Room & Facilities

Please refer to Point 4 in the “Minimum Requirements and Code of Practice for Homestay Hosts” regarding the minimum room requirements for hosting a student guest.

- Is your home: a flat a terraced house a semi-detached house detached house
- other _____

Rooms for students:

Room 1	
Room Type	Double / Single
Ensuite	Yes / No
Bed Type	Double / Single

Room 2	
Room Type	Double / Single
Ensuite	Yes / No
Bed Type	Double / Single

Room 3	
Room Type	Double / Single
Ensuite	Yes / No
Bed Type	Double / Single

Do you have the following facilities in your home:

- | | | | |
|-----------------------------|----------|------------------------------------|----------|
| Television | Yes / No | Computer for student to use | Yes / No |
| Internet Access | Yes / No | Wifi | Yes / No |
| Full Central Heating | Yes / No | Garden | Yes / No |

Catering for the Student

Please refer to Point 9 in the 'Minimum Requirements and Code of Practice for Homestay Hosts' regarding catering for the student.

Are you or any other members of your family vegetarian or vegan?

- Yes No

Do you or any of your family members have any other dietary restrictions?

- Yes (Please specify).....
 No

Would you be prepared to cater for the following special diets?

- | | |
|---|---|
| <input type="checkbox"/> Vegetarian/Vegan | Medical, i.e: <input type="checkbox"/> Nut free |
| <input type="checkbox"/> No pork products | <input type="checkbox"/> Gluten free |
| <input type="checkbox"/> Halal | <input type="checkbox"/> Diabetic |
| | <input type="checkbox"/> Dairy free |

Safety and Security

Do you have any gas appliances in the home and, if so, can you provide evidence that they are in good working order? (e.g. a copy of your gas service record or safety check that will be valid for the duration of the homestay period).

- Yes No Not applicable (i.e. no gas supply)

***Please return a copy of your gas service record or safety check with this questionnaire.**

Does your household insurance policy cover you for accidental damage or injury to property and persons whilst guests are resident in your home?

- Yes No

Hosting Preferences

- Preferred sex of the student male female no preference
- Preferred age of the student 16-18 18-25 25+ no preference
- Will you accept students of any nationality? Yes / No If no, please specify _____
- Do you smoke? Yes / No
- Would you accept smokers? Yes / No If yes, where can student smoke? _____

Hosting students under the age of 18

For hosting students aged under 18 years of age, we require the consent form to be signed by ***all of your family members who are 16 years old and above.***

Please sign and date the “Declaration of suitability to accommodate students aged under 18”. If you have been DBS-checked, please send us a copy. The declaration is not required.

Declaration of suitability to accommodate students under 18

I, _____, confirm that I am eligible to accommodate students under 18 years of age. I am not on a Sex Offenders Register nor have I committed a crime that prevents me from working with students under 18 years of age.

I understand that a Disclosure and Barring Service (DBS) check may be required, and I give my permission for such a check to be undertaken, as and when necessary.

Signed: _____ Date: _____

I, _____, confirm that I am eligible to accommodate students under 18 years of age. I am not on a Sex Offenders Register nor have I committed a crime that prevents me from working with students under 18 years of age.

I understand that a Disclosure and Barring Service (DBS) check may be required, and I give my permission for such a check to be undertaken, as and when necessary.

Signed: _____ Date: _____

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Signed: _____ Date: _____

I, _____, confirm that I am eligible to accommodate students under 18 years of age. I am not on a Sex Offenders Register nor have I committed a crime that prevents me from working with students under 18 years of age.

I understand that a Disclosure and Barring Service (DBS) check may be required, and I give my permission for such a check to be undertaken, as and when necessary.

Signed: _____ Date: _____

46. Please write a short paragraph of 50-70 words, in style of a letter to the student, in which you introduce yourself/your family

Thank you for your co-operation in completing this questionnaire and declarations. Please print and sign your name below to show that you have read and understood our requirements for homestay hosts.

I have read and understood the “Minimum Requirements and Code of Practice for Homestay Hosts” and all members of my household aged sixteen plus have completed a declaration. Should I host a student in arrangement with Berlitz Manchester, I agree to abide by the conditions therein. I agree to inform the school immediately if at any point either before or during the homestay period, I become unable to meet one or more of those conditions. I understand that school staff may wish to visit my home by prior arrangement before and/or during the homestay period.

I declare that the information contained in my application is correct to the best of my knowledge and understand that any false statement may result in my application being withdrawn.

Print Name.....

Sign Name.....

Date.....

Data Protection:

Any personal data that you supply to Berlitz Manchester will be held and processed only for the purpose for which it is supplied. We ensure that all personal data is captured, held and processed in accordance with the Data Protection Act 1998. The information you supply will be divulged to third parties only within the provisions of the Data Protection Act.