

# Key Worker Application Form

Please complete all sections as fully as possible. Any information that is missing or incomplete may result in your application being delayed. If you are making a joint application, please complete both Applicant 1 and Applicant 2 sections.

## PERSONAL DETAILS

APPLICANT 1

SURNAME:

FORENAMES:

TITLE:

CURRENT ADDRESS:

IN WHICH LOCAL AUTHORITY AREA IS THIS?

DATE OF BIRTH:

HOME TELEPHONE NUMBER:

MOBILE TELEPHONE NUMBER:

E-MAIL ADDRESS:

If you are not a British citizen or a member of the European Union, do you have indefinite leave to remain in the UK? (*Proof of right to remain will be required*)

YES

NO

Do you currently live or work within Dartford Borough?

YES

NO

Have you previously been resident in Dartford Borough?

YES

NO

Do you work in any of the Key Posts listed on the enclosed pink sheet?

YES

NO

Do you have any relatives permanently residing in Dartford Borough?

YES

NO

Are there other reasons why you need to reside in Dartford Borough?

YES

NO

If YES, please state your reasons here: .....

## YOUR HOUSEHOLD

APPLICANT 1

Please list all the people who will live with you in your home:

NAME	AGE	RELATIONSHIP TO APPLICANT	OCCUPATION

Does any person included in this application have a learning or physical disability or a mental health problem that needs a specialised or adapted property?

YES

NO

*Examples: Totally dependent on wheelchair, disabled but not in wheelchair, registered partially sighted or blind, unable to use a bath.*

If YES, please give details here: .....

**EMPLOYMENT DETAILS****APPLICANT 1**

NAME &amp; ADDRESS OF CURRENT EMPLOYER:

HOW LONG HAVE YOU WORKED FOR THIS EMPLOYER?

Is your employment: Permanent  Temporary  Fixed-term contract 

If fixed-term, how long is your contract? .....

Do you work: Part-time  Full-time 

If part-time, how many hours a week do you work? .....

WHAT IS YOUR JOB TITLE?

ADDRESS OF YOUR WORKPLACE *if different from above:*

LOCAL AUTHORITY AREA IN WHICH YOU ARE EMPLOYED:

IF YOU ARE MOVING TO TAKE UP EMPLOYMENT IN DARTFORD, PLEASE PROVIDE THE NAME &amp; ADDRESS OF YOUR FUTURE EMPLOYER:

WHEN DOES YOUR EMPLOYMENT COMMENCE?

**FINANCIAL DETAILS****APPLICANT 1**

GROSS ANNUAL INCOME £

NET MONTHLY INCOME (TAKE HOME PAY) £

Have you had any County Court Judgements registered against you? YES  NO **CURRENT HOUSING SITUATION****APPLICANT 1**

At your present address, are you:

A council tenant?  In tied accommodation? A housing association tenant?  Renting privately? Living with family/friends?  An existing owner-occupier? 

Other, please describe: .....

Are you currently registered on Dartford Borough Council's waiting list? YES  NO 

IF YOU ARE RENTING, PLEASE PROVIDE NAME &amp; ADDRESS OF LANDLORD:

Have you been in rent arrears in the last 12 months? YES  NO

**PERSONAL DETAILS****APPLICANT 2**

SURNAME:

FORENAMES:

TITLE:

CURRENT ADDRESS:

IN WHICH LOCAL AUTHORITY AREA IS THIS?

DATE OF BIRTH:

HOME TELEPHONE NUMBER:

MOBILE TELEPHONE NUMBER:

E-MAIL ADDRESS:

If you are not a British citizen or a member of the European Union, do you have indefinite leave to remain in the UK? (*Proof of right to remain will be required*)

YES NO 

Do you currently live or work within Dartford Borough?

YES NO 

Have you previously been resident in Dartford Borough?

YES NO 

Do you work in any of the Key Posts listed on the enclosed pink sheet?

YES NO 

Do you have any relatives permanently residing in Dartford Borough?

YES NO 

Are there other reasons why you need to reside in Dartford Borough?

YES NO 

If YES, please state your reasons here: .....

**EMPLOYMENT DETAILS****APPLICANT 2**

NAME &amp; ADDRESS OF CURRENT EMPLOYER:

HOW LONG HAVE YOU WORKED FOR THIS EMPLOYER?

Is your employment: Permanent  Temporary  Fixed-term contract

If fixed-term, how long is your contract? .....

Do you work: Part-time  Full-time

If part-time, how many hours a week do you work? .....

WHAT IS YOUR JOB TITLE?

ADDRESS OF YOUR WORKPLACE *if different from above:*

LOCAL AUTHORITY AREA IN WHICH YOU ARE EMPLOYED:

*Continued overleaf...*

**EMPLOYMENT DETAILS** *continued***APPLICANT 2**

IF YOU ARE MOVING TO TAKE UP EMPLOYMENT IN DARTFORD, PLEASE PROVIDE THE NAME & ADDRESS OF YOUR FUTURE EMPLOYER:

WHEN DOES YOUR EMPLOYMENT COMMENCE?

**FINANCIAL DETAILS****APPLICANT 2**

GROSS ANNUAL INCOME £

NET MONTHLY INCOME (TAKE HOME PAY) £

Have you had any County Court Judgements registered against you? YES  NO

**CURRENT HOUSING SITUATION****APPLICANT 2**

At your present address, are you:

A council tenant?

In tied accommodation?

A housing association tenant?

Renting privately?

Living with family/friends?

An existing owner-occupier?

Other, please describe: .....

Are you currently registered on Dartford Borough Council's waiting list? YES  NO

IF YOU ARE RENTING, PLEASE PROVIDE NAME & ADDRESS OF LANDLORD:

Have you been in rent arrears in the last 12 months? YES  NO

**DECLARATION****BOTH APPLICANTS**

I/We wish to be considered for Dartford Borough Council's Key Worker waiting list and confirm that all the details are correct to the best of my/our knowledge.

**APPLICANT 1****APPLICANT 2**

SIGNED:

SIGNED:

DATE:

DATE:

Please return the completed form to:  
**Dartford Borough Council (Keyworker Applications), Civic Centre, Home Gardens, Dartford, Kent DA1 1DR**



**DARTFORD BOROUGH COUNCIL**  
 CIVIC CENTRE, HOME GARDENS, DARTFORD, KENT DA1 1DR  
 Tel: 01322 343434 Fax: 01322 343422 Web: www.dartford.gov.uk

## KEY WORKERS – OCCUPATION

The following occupations are currently considered eligible for assistance as Key Workers within Dartford Borough, but consideration is being given to other occupations that can demonstrate they provide an essential service in the private sector, who register an interest in participating in the scheme and can demonstrate to the Council's satisfaction that they are of value to the community and local economy. This list will therefore change over time and you are advised to contact the Housing Advice section of the Council for up-to-date information.

Please tick the box you consider best describes your employment:

- Nurse
- Other NHS staff
- Teacher
- Police Officer
- Social Worker
- Educational Psychologist in school
- Occupational Therapist employed by a local authority
- Other public service staff

If you ticked 'other public service staff', please state your occupation here: .....

- Private Sector Nurse and care worker
- Bus drivers or public transport worker

## DATA PROTECTION ACT 1998

Dartford Borough Council complies with the requirements of the above Act and provides the following information with it:

- Data is collected from applicants for key worker housing and processed by the Council in connection with their application for key worker housing.
- You have a right of access to your personal data and a right to check and correct the information and may pursue a query or complaint on matters related to your personal data. Further information on your rights may be obtained by contacting the Data Protection Officer, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR. Tel: 01322 343634. Fax: 01322 343422. E-mail: [dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk) Website: [www.dartford.gov.uk](http://www.dartford.gov.uk)
- Applicants who require this information should request it in writing to the Data Protection Officer, Dartford Borough Council. The information will be supplied within 40 days of the application being made.

Applicants are required to inform Dartford Borough Council immediately if any of their personal details change, in order that records can be kept up to date.

In connection with the Council's commitment to provide a quality service to its tenants, we may occasionally supply personal data held to THIRD PARTIES, for example in connection with approval and prioritisation of applications. Information will be passed to Registered Social Landlords and may be passed to other Low Cost Home Ownership Organisations and the Housing Corporation.

I understand that this data will only be used for the purposes of my/our Key Worker application approval and records. It will only be disclosed to other such bodies as necessary for that purpose.

### APPLICANT 1

SIGNED:

### APPLICANT 2

SIGNED:

DATE:

DATE:

## DATA PROTECTION ACT 1998 EQUAL OPPORTUNITIES NOTIFICATION CLAUSE

Monitoring of ethnic origin, race, sex or disability by the Council is a necessary element of an established programme for the promotion of equality of opportunity and the elimination of discrimination or where it is otherwise needed because of some special feature of a housing function.

Wherever possible, the Council will keep the information used for equal opportunities monitoring in an anonymised form so that it cannot be linked to any particular individual.

All or part of the statistical information provided may be disclosed or supplied to relevant committees of the Council and to external organisations or bodies such as the Audit Commission/Local Government Departments for statistical information purposes and/or best value performance indicators.

The data collected for monitoring purposes is aggregated, kept apart from general housing records and subject to strictly controlled access procedures.

## EQUAL OPPORTUNITIES

The following question relates to your ethnic origin. This information is needed only to ensure that all applications receive equal treatment regardless of race, colour, ethnic or national origins. Your application will not be prejudiced in any way if you do not answer this question.

I would describe my ethnic or national origins as follows:

*Please tick one box for yourself and one for your partner*

Indian	YOU <input type="checkbox"/>	YOUR PARTNER <input type="checkbox"/>	Chinese	YOU <input type="checkbox"/>	YOUR PARTNER <input type="checkbox"/>
Pakistani	YOU <input type="checkbox"/>	YOUR PARTNER <input type="checkbox"/>	British	YOU <input type="checkbox"/>	YOUR PARTNER <input type="checkbox"/>
Bangladeshi	YOU <input type="checkbox"/>	YOUR PARTNER <input type="checkbox"/>	Irish	YOU <input type="checkbox"/>	YOUR PARTNER <input type="checkbox"/>
Asian other	YOU <input type="checkbox"/>	YOUR PARTNER <input type="checkbox"/>	White other	YOU <input type="checkbox"/>	YOUR PARTNER <input type="checkbox"/>
Caribbean	YOU <input type="checkbox"/>	YOUR PARTNER <input type="checkbox"/>	Mixed	YOU <input type="checkbox"/>	YOUR PARTNER <input type="checkbox"/>
African	YOU <input type="checkbox"/>	YOUR PARTNER <input type="checkbox"/>	Question refused	YOU <input type="checkbox"/>	YOUR PARTNER <input type="checkbox"/>
Black other	YOU <input type="checkbox"/>	YOUR PARTNER <input type="checkbox"/>			