

Key Worker Certification

What is this form for?

This form should be completed if the person applying for housing is a “Key Worker” (see overleaf).

Who should complete the form?

The applicant’s employer must complete the form.

What should be done next?

The completed form should be returned to the applicant, who should then send it with their completed application form(s) to:-

**Housing Services,
Reigate and Banstead Borough Council,
Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH.**



Note to Employer

Reigate & Banstead Borough Council holds lists of applicants for the Housing Register. “Key Workers” are also eligible to join a list for short-term accommodation in addition to permanent rented housing. **To check Key Worker definitions and criteria, please see the reverse side of this form.**

Employers of “Key Workers” are required to complete this form to confirm their employee’s details, job title, etc.; to confirm that the post held is a key one; and that the employer has difficulties in recruiting and retaining staff for that type of post.

**If you have any queries concerning completion of the form,
please contact Housing Services on 01737-276791.**

Employer to complete this Section

I certify that _____ *(insert applicant's full name)*

is employed by _____ *(insert employer's name)*

as an _____ *(insert full job title)*

based at _____ *(insert employee's main place of work)*

and is considered by the organisation to be in a key occupation for the delivery of its services to the public. I also confirm that the organisation experiences difficulty in recruiting and retaining the above-mentioned type of staff and that, as far as I am aware, they satisfy the criteria opposite and overleaf.

I understand that the Council has a duty to protect public funds, this means that it may check the information given on this form and also share it with other organisations in order to prevent and detect fraud.

I declare that the information given on this form is correct and complete, and that I hold a position of authority within the organisation that enables me to make the above certifications.



Signed _____ Date _____

Name _____ Position _____

signed on behalf of _____ *(insert employer's name)*

of _____ *(insert employer's address)*

Insert contact phone number _____

Definitions and Criteria for Key Workers

The Council has decided that its definition of a Key Worker will be limited to the following groups (Categories 1 and 2), set out below:

Category 1 (National Definition)	
All key workers meeting the government's Key Worker Living Definition (as at March 2008), for example:	
NHS	All clinical staff employed by the NHS except doctors and dentists.
Education	Qualified teachers in LEA schools and sixth form colleges, lecturers in FE colleges, children's social workers and qualified nursery nurses in LEA nursery schools only.
Police	Police officers and community support officers including those working for the British Transport Police or the Civil Nuclear Constabulary (CNC) in certain areas. Some front line civilian police roles are also eligible – this varies by force.
Prison Service	Prison officers and related grades, operational support grades, nursing staff, industrials and instructional officers working at specified locations.
Probation Service	Probation officers, senior probation officers, probation service officers, trainee probation officers and other operational staff (except Assistant Chief Officers) who work directly with offenders.
Local Authority	Local authority employed clinical staff, adult social workers, occupational therapists, educational psychologists, speech and language therapists, rehabilitation officers for the visually impaired and qualified nursery nurses. Local authority planners employed by the Local Planning Authority delivering statutory planning services. Connexions Personal Advisors provided that they are employed by a local authority or a Connexions Partnership.
Fire Fighters	Uniformed fire and rescue staff below principal level.
MOD posts	Regular service personnel, including: <ul style="list-style-type: none">- Military Provost Guard Service, in the Navy, Army and Air Force- Clinical staff (with the exception of doctors and dentists)- MoD Police Officers- Uniformed staff in the Defence Fire Service- Full Time Reserve Service (Full Commitment).
Environmental Health Officers/Practitioners	Qualified Environmental Health Officers/Practitioners who work in a local authority, government agency, NHS or other public sector agency, AND who hold either a EHRB Certificate of Registration or an EHRB Diploma in Environmental Health.
Traffic Officer staff of the Highways Agency Traffic Officer Service	All applicants must be in one of the following safety critical roles: <ul style="list-style-type: none">· Supervisor (on road and off road)· Traffic Officer· RCC Operator

Category 2 (Local Definition)

Other public service professional/technical front line workers, and workers providing support services to them (or to those in Category 1).

This category includes:

- Postal workers
- People training for an occupation in this Category or Category 1
- Hospital ancillary staff
- Local government workers
- Administrative staff within the police, fire service, education, social services etc
- Classroom assistants.

To be eligible to be considered as a key worker all of the following criteria must be met:

- Work for an organisation that has as its primary purpose delivering public services to the general public at no charge or a nominal universal charge; e.g. public body; charity; Registered Social Landlord, private company serving the public as a whole (e.g. Water Company)
- Work from a base within the Borough
- Employed on a permanent contract or fixed term contract with more than six months un-expired at time of application
- Be employed in one of the key worker occupations (overleaf and above) as their main employment
- Must hold a recognised technical or professional qualification if this is normally required for the job
- Be unable to buy a home suitable for their household needs and within a reasonable travelling distance to their place of employment
- Have indefinite leave either to enter or to remain in the UK (excluding key workers from member states of the EU/EEA).

For more information about any of the above issues, please contact:

**Housing Services
Reigate & Banstead Borough Council
Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH
Tel: 01737 276000 Fax: 01737 276739
email for assisted home ownership queries: aho@reigate-banstead.gov.uk
email for housing register queries: housing.register@reigate-banstead.gov.uk**