

HOSPITAL OF SIR JOHN HAWKINS, KNIGHT IN CHATHAM
(Registered Charity Number 213213)

GUIDANCE NOTES FOR COMPLETION OF APPLICATION SJH A1

The following notes are provided for the guidance of applicants seeking an appointment to accommodation within the hospital of Sir John Hawkins, Knight, In Chatham.

The application form **SJH A1** must be completed in full and all responses must properly reflect the status of the applicants. If subsequently the Governors establish that the applicant(s) have not been wholly truthful this could lead to any appointment made being set aside.

The application form **SJH A1** must be completed in **Black Ink and Block Capitals**.

All applicants must provide proof of nationality. Acceptable proof would be a copy of a passport or birth certificate for each of the applicants, the original being shown at time of interview.

NOTE 1: Eligible Persons.

The hospital provides accommodation for needy or disabled men and women who have served in either the Royal Navy; Royal Marines; the Women's Royal Naval Service (WRNS) or the Queen Alexandra's Royal Naval Nursing Service, or have been mobilized for active service in the Reserves of the Naval Service, or have been employed in any of Her Majesty's Dockyards or Naval Bases directly on the construction, maintenance, refitting or repair of any of Her Majesty's ships and vessels.

OR

Persons who have served in the Army, Army Reserve (operationally mobilized), Army Nursing Service, the Royal Air Force, Royal Air Force Reserve (operationally mobilized) or Royal Air Force Nursing Service, Royal Fleet Auxiliary or British Merchant Navy.

OR

If there is no applicant qualified as above, The Governors may appoint a widow, widower or dependant of a person who has served. Applications are not restricted by age.

NOTE 2: Employment.

Applicants must provide details of all employment they are currently engaged in. This should include the details of the employer, nature of work, number of hours worked per week. Details of pay should be given in section 9.

NOTE 3: Health and Mobility.

Applicants must realise that The Hospital of Sir John Hawkins does not provide a Warden, Matron or Nursing Care. It is essential that residents are able to care for themselves with support from their families or Social Services as necessary. Ground floor accommodation is suitable for those with limited mobility subject to reasonable adjustments being made. It is stressed that residents must be sufficiently mobile to meet the normal needs of daily independent living.

NOTE 4: References.

Two references must be provided in support of your application. These should be independent persons known to you in a professional capacity, as landlord, in a personal capacity or as family friend. Relatives are not acceptable as referees. Referees should reasonably have known the applicant for a period of at least twelve months.

NOTE 5: Confidential Financial Information.

You are required to provide detailed information about your financial situation as part of a means test which permits the Governors, should your application be successful, to apply the band of charitable discount that you will be eligible to receive in respect of your Weekly Maintenance Contribution (WMC).

All information provided is treated as confidential and is subject to the absolute protection of the Data Protection Principles which underpin the Data Protection Act. Your data will be stored in accordance with the Data Protection Principles and destroyed if your application is unsuccessful, it is no longer relevant or your appointment is ended.

The WMC you will be asked to pay, should your application be successful, is a contribution and not rent. Those residing within the Hospital are appointed by virtue of Charter as beneficiaries of the charity and not as tenants. WMC includes water rates but **DOES NOT** include council tax and utilities.

The banding of WMC is applied as follows:

Band 1 – Combined annual income less than £20,000 = 66% discount

Band 2 – Combined annual income of £20,000 to £22,500 = 60% discount

Band 3 – Combined annual income of £22,500 to £25,000 = 50% discount

Band 4 – Combined annual income of £25,000 to £27,500 = 40% discount

Band 5 – Combined annual income of £27,500 to £30,000 = 30% discount

Band 6 – Combined annual income of £30,000 to £32,500 = 20% discount

Band 7 – Combined annual income of £32,500 to £35,000 = 10% discount

Band 8 – Combined annual income over £35,000 = 0% discount

WMC is based upon Equivalent Fair Rent Valuations that are made from time to time by the Government Valuation Office Agency (VOA). The means tested discount is taken from the valuation figure to produce the Weekly Maintenance Contribution that you pay.

Residents are required to have a bank or building society account and make arrangements for WMC to be paid by Standing Order to Sir John Hawkins Hospital. WMC becomes due on the 1st day of each calendar month.

If you do not have a bank account but would normally be in receipt of housing benefit, upon being appointed, you must instruct Medway Council to pay such benefit directly to Sir John Hawkins Hospital.

All beneficiaries will be expected to complete a confidential financial survey on an annual basis to ensure that the level of charitable discount properly reflects their circumstances.

All applicants will be asked to provide physical evidence to support their financial circumstances detailed within their application. Suitable evidence should include:

- Forms P60 to the most recent 5 April for earnings and occupational pension figures
- Most recent pay slips for earnings or occupational pensions
- The latest letter of state pension rate from the DWP
- Copies of letters from Councils or the like in support of rates of benefits and allowances being paid
- Details of any savings and end of tax year interest figures
- Proof of income by virtue of relevant bank statements, ideally covering the most recent three month period

ADDITIONAL INFORMATION:

Evidence qualifying of Service:

Additionally applicants should provide documents in support their claim to being qualified to become beneficiaries of the charity. Suitable evidence should include:

- Record of service
- Discharge certificate
- Pay book
- Civil Service establishment letters etc (HM Dockyards and Naval Bases)

Applicants should be able to demonstrate that they have been honourably discharged from active service or from government service.

Veterans Agency:

Information about lost or misplaced records of service can be gained from the Veterans Agency, the first point of contact for all former servicemen/women and their families. The Agency's comprehensive web site can be found at:

<https://www.gov.uk/government/organisations/veterans-uk>

Veterans Agency e-mail: veterans-uk@mod.uk

Veterans Agency Telephone: 0808 191 4218

Pets:

Pets are not permitted.

Sub Letting:

An appointment to the Hospital is personal to the individual(s) and sub letting is not permitted.

Residents Handbook:

All beneficiaries of the charity, upon appointment, are issued with a comprehensive residents' handbook which sets out the rules and requirements applicable to living within the hospital.

Dates to avoid when called for interview:

Should there be any particular dates upon which you wish to avoid being called forward for interview please make them known directly to our Clerk Administrator.

Completed applications should be returned to:

**Mrs Susan Fairlamb
Clerk Administrator to the Board of Governors
Sir John Hawkins Hospital, Knight, In Chatham
High Street
Chatham, Kent
ME4 4EW**

e-mail: clerk@hawkinshospital.org

mobile: 07771 530951