

# Application Form

Please complete the form clearly in black ink or typewriting.

**Do not enclose a separate CV.**

Electronic copies of this form are available from [www.kca.org.uk](http://www.kca.org.uk).

You may return this form

- by e-mail to [recruitment@kca.org.uk](mailto:recruitment@kca.org.uk)
- by fax to 01795 539351
- by post to KCA Head Office, Dan House, 44 East Street, Faversham, Kent ME13 8AT

Post

Service Base/Location

Closing Date

I saw this post advertised in

## Personal Information

Forename(s)

Surname

Previous Name(s)

Address

Postcode

Telephone (Home)

Telephone (Mobile)

Telephone (Work)

E-mail address

May we contact you at work?    Yes  No

Date of Birth (optional)

Do you hold a full current driving licence?    Yes  No



**Information on work (paid or unpaid) and training in the last ten years only**

**Voluntary Work (starting with the most recent)**

From	To	Organisation	Role and Responsibilities	Reason for Leaving

**Present or Most Recent Employment**

Employer's Name and Address

Position Held	_____	Period of Notice	_____
Date Started	_____	Grade	_____
Basic Salary	_____	Other Benefits	_____

Please give details of your present duties and responsibilities

**Previous Employment (starting with most recent employment)**

From	To	Employer	Job Title, Role and Responsibilities	Reason for Leaving

## Professional/Vocational Training

Please put most recent first. Include short courses, day release schemes and in-service training.  
Short listed candidates may be asked to produce copies of certificates and awards

Place and Method of Study	Length of Course Full/Part Time	Subjects Studied	Qualifications and Grade	Year and Awarding Body

## Further Education

Please put in chronological order. Short listed candidates may be asked to produce copies of certificates and awards

College or University	Length of Course Full/Part Time	Subjects Studied	Qualifications and Grade	Year and Awarding Body

## General Education

Please put most recent first. Short listed candidates may be asked to produce copies of certificates and awards

Secondary School	From/To	Subjects Studied	Qualifications and Grade	Year and Awarding Body



## Referees

Please give the name of two referees who have consented to be approached for a reference, one of whom should be your current/last employer. References will be taken up to support your application if you are short listed **unless** you state otherwise.

Name	Name
Title	Title
Address	Address
Post Code	Post Code
Telephone	Telephone
If you are short-listed may we contact the person named above <b><u>before</u></b> the interview date? Yes <input type="checkbox"/> No <input type="checkbox"/>	If you are short-listed may we contact the person named above <b><u>before</u></b> the interview date? Yes <input type="checkbox"/> No <input type="checkbox"/>

If offered employment when you would be able to start work?

## Personal Statement

Please give details of why you are interested in this post and what you could contribute to it.

KCA recognises that formal education and employment are not the sum total of a person's achievements and experience. Please give any other information about yourself that you feel may be relevant to the post for which you are applying. Please continue overleaf if necessary.

The information in this application form is correct to the best of my knowledge. I understand that if I am successful in my application and the information in this application is subsequently discovered to be deliberately fraudulent or misleading I may be held to be in breach of contract and immediately dismissed.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## Statement of Purpose and Principles

### Purpose

The objects for which the Company is established are the promotion of health and the prevention and reduction of poverty particularly by seeking to

- relieve and prevent harmful use of substances including alcohol
- relieve and prevent mental health problems and associated harmful behaviours
- foster and enhance social inclusion

### Principles, priorities and values

- To provide clear and appropriate information on alcohol, drugs and other substances
- To provide a range of high quality, accessible, flexible and innovative services
- To develop community services and respond to needs not currently being met
- To target and encourage under-represented groups to use its services
- To ensure that all services are of the highest possible professional standard
- To set rigorous standards in the employment and training of staff
- To secure sufficient resources to ensure a sound infrastructure and future development
- To provide cost-effective, efficient and measurable services
- To ensure that all systems are subject to quality assurance and control
- To involve all stakeholders in achieving its purpose
- To ensure that all services are provided by people who are professionally competent
- To be accountable to those who directly or indirectly purchase its services
- All service users have the right to proper respect, regard and confidentiality
- All service users are entitled to services in accordance with KCA's Equal Opportunity Policy

KCA has a responsibility to provide services that are informed by best practice, research and current legislation

KCA works in partnership with other specialist and non-specialist agencies to ensure that service users are afforded the most appropriate support

### About KCA

KCA is a charity and a company limited by guarantee, established in 1975. The organisation has over 30 years' experience delivering drug and alcohol services and an established network of service centres in London and the South East. The organisation has grown steadily over the years and now employs more than 280 paid staff and 30 volunteers.

KCA provides:

- Drug and Alcohol Services including: structured day programmes, substitute prescribing and shared care, harm reduction, community reintegration and aftercare, counselling, asian development work and advice and information.
- Young People's Services
- Psychological Therapy Services in Primary Care settings
- Training and Workplace Development Services

KCA has a history of providing innovative services tailored to meet local needs. Recent examples include:

- Workplace training, policy development and consultancy for employers across the UK
- Work with Young People which has received national recognition
- Innovative day programme models that reflect the evolving evidence base
- Stimulant specific counselling models

- Peer led overdose prevention training
- Hepatitis C training in partnership with the Hep C Trust
- Work with substance misusing parents and the children of substance misusing parents
- Work supporting recently released prisoners and those on short term sentences
- Asian Development/outreach work
- Conferences for professionals involved in substance misuse, in order to contribute to and disseminate the evidence base of policy and good practice. Recent conferences have included:
  - Substance Misusing Parents and their Children Towards Effective Services
  - First National Day Programme Conference Evidence and Practice
  - Hepatitis C in the drugs field: Prevention, treatment and management
  - Cannabis: mental health, treatment and criminal justice responses. Appraising the latest evidence
  - Working with Diversity and Making a Difference
  - Fit for Work Symposium

## **How KCA is Governed and Managed**

KCA is governed by a Board of Trustees which is responsible for ensuring that, amongst other things, KCA focuses its resources on providing services that will help achieve its purpose and charitable objects. The Board is also responsible for approving policy, strategy and compliance with statute.

The Chief Executive is personally responsible to the Board of Trustees and all paid staff are responsible, via their Service Managers, to the Chief Executive.

The Chief Executive is supported by the Senior Management Team, which directs and ensures delivery of contracted services, quality standards, strategy and policy. The Senior Management Team comprises the Chief Executive, the Director of Finance, the Director of Operations of Adult Services, the Director of Human Resources and Estates and the Director of Young Persons' Services. The Clinical Director and the Director of Research are ad-hoc members.

Each Service Centre has a Service Manager who is responsible for his or her Centre and local co-ordination of activities while Functional Specialist Leads have responsibility for practice standards within different specialist services.

Central Services is based in Faversham and co-ordinates the over-arching administration of the organisation, including Contracts, Finance, Payroll, Human Resources, IT, Publishing, Research, Training, Buildings, Health and Safety and Policy, of the organisation.

## **Induction and Training for staff**

KCA places considerable emphasis on good employment procedures, on professional training and in supporting staff to develop their full professional potential. New staff attend a range of induction training courses, some generic and some core to their role, such as:

- Basic Drug and Alcohol Awareness
- Diversity and Discrimination
- Introduction to KCA and the Drug and Alcohol Sector
- Safeguarding Children
- Safety and Managing Difficult Situations
- Harm Reduction
- Motivational Interviewing
- Introduction to CBT Skills

All staff receive regular line management and annual performance reviews, as well as supervision for practitioners, at which opportunities for continuing professional development are identified. These opportunities include both in-house and external courses, particularly those leading to diploma- and degree-level qualifications.

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## Equal Opportunities Policy Statement

KCA is committed to the principles of equality of opportunity both in its service delivery and employment practices. To this end KCA is committed to the elimination of unlawful or unfair discrimination within KCA on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependants, political or religious beliefs, trade union activity, age, unrelated health status or criminal convictions. KCA has written procedures for the pursuit of grievances (for members of staff) and complaints (for service users).

The Chief Executive, through the Human Resources Director, will take the lead and have overall responsibility for establishing, implementing, monitoring and evaluating the policy and practice of equal opportunities.

All staff, paid and unpaid and the Trustees of the organisation have a responsibility for contributing to the effective implementation of the policy and for challenging discriminatory practices or behaviour.

The full Equal Opportunities Policy is available to applicants on request.

## Equal Opportunities Monitoring

KCA is working to avoid any discriminatory practice and to ensure equality of opportunity in the recruitment of staff, volunteers, the Board of Trustees, committee members and in its services to the public.

In striving to implement, monitor and develop its Equal Opportunities Policy, all applicants for employment are asked to complete the details below. The anonymous information will be stored and used solely for monitoring and evaluation purposes. The information will be treated as confidential and will be separated before consideration of applicants takes place.

Application For The Post Of:

Advertisement Seen In:

Date:

Town Of Residence:

I am: Male  Female

I would describe my cultural and ethnic origin (not nationality) as:

White UK  Irish  Black Other  Bangladeshi

White European  Black Caribbean  Indian  Chinese

White Other  Black African  Pakistani  Other.....

Are you registered as disabled? Yes  No

My age is:

Up to 18  18-24  25-34  35-44

45-54  55-65  65 plus