

### SCHEDULE 3

Regulation 12

#### INFORMATION REQUIRED IN RESPECT OF DOMICILIARY CARE WORKERS

1. Name, address, date of birth and telephone number.
2. Name, address and telephone number of next of kin.
3. Proof of identity, including a recent photograph.
4. Details of any criminal offences—
  - (a) of which the person has been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974(1) and which may be disclosed by virtue of the Rehabilitation of Offenders (Exceptions) Order 1975(2); or
  - (b) in respect of which he has been cautioned by a constable and which, at the time the caution was given, he admitted.
5. Two written references, including a reference relating to the last period of employment of not less than three months duration which involved work with children or vulnerable adults.
6. Where the person has previously worked in a position which involved work with children or vulnerable adults, verification, so far as reasonably practicable, of the reason why he ceased to work in that position.
7. Evidence of a satisfactory knowledge of the English language, where the person's qualifications were obtained outside the United Kingdom.
8. Documentary evidence of any relevant qualifications and training.
9. A full employment history, together with a satisfactory written explanation of any gaps in employment and details of any current employment other than for the purposes of the agency.
10. A statement by the person as to the state of his physical and mental health.
11. A statement by the registered provider, or the registered manager, as the case may be, that the person is physically and mentally fit for the purposes of the work which he is to perform.
12. Details of any professional indemnity insurance.

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(1) 1974 c. 53.

(2) S.I.1975/1023. Relevant amendments have been made by S.I. 1986/1249, 1986/2268, 2001/1192 and 2002/441.