

SCHEDULE 2

Regulations 10(3), 12(2) and 19(2)

INFORMATION REQUIRED IN RESPECT OF PERSONS SEEKING TO  
CARRY ON, MANAGE OR WORK AT AN ESTABLISHMENT OR AGENCY

1. Positive proof of identity including a recent photograph.
2. Either –
  - (a) where a certificate is required for a purpose relating to registration under Part III of the Order, or the position falls within section 115(3) or (4) of the Police Act 1997(1), an enhanced criminal record certificate issued under section 115 of that Act; or
  - (b) in any other case, a criminal certificate issued under section 113 of that Act,including, where applicable, the matters specified in section 113(3EA) and 115(6EA) of that Act(2) and the following provisions once they are in force, namely section 113(3EC)(a) and (b) and section 115(6EB)(a) and (b) of that Act(3).
3. Two written references relating to the person, including a reference from the person's present or most recent employers, if any.
4. Where a person has previously worked in a position whose duties 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.
5. Documentary evidence of any relevant qualifications or accredited training.
6. A full employment history, together with a satisfactory written explanation of any gaps in employment.
7. Where he is a health care professional, details of his registration with the body (if any) responsible for regulation of members of the health care profession in question.
8. 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 Article 3 of the Rehabilitation of Offenders (Northern Ireland) Order 1978(4) and which may be disclosed by virtue of the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland 1979)(5); or
  - (b) in respect of which he has been cautioned by a constable and which, at the time the caution was given, he admitted.
9. Confirmation that he is physically and mentally fit to fulfil his duties and responsibilities.
10. Details of any professional indemnity insurance.

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(1) 1997 c. 50

(2) Sections 113(3EA) and 115(6EA) are inserted by S.I.2003/417 (N.I. 4) – Article 17

(3) Sections 113(3EC) and 115(6EB) are inserted by S.I. 2003/417 (N.I. 4) – Article 47

(4) S.I. 1978/1908 (N.I. 27)

(5) S.R. 1979 No. 195; amended by the Osteopaths Act 1993 (c. 21) section 39; the Chiropractors Act 1994 (c. 17) section 40; S.R. 1987 No. 393, S.R. 2001 No. 248, and S.R. 2001 No. 400. The relevant provisions of the Osteopaths Act 1993 and the Chiropractors Act 1994 are repealed by section 133 of, and Schedule 10 to, the Police Act 1997 (c. 50)