

SCHEDULE 3

Regulation 11(2)(c)

INFORMATION REQUIRED IN RESPECT OF PERSONS SEEKING TO  
MANAGE OR WORK FOR THE PURPOSES OF THE ADOPTION SERVICE

1. Proof of identity including a recent photograph.
2. Either—
  - (a) where the position involves regularly caring for, training, supervising or being in sole charge of persons aged 18 or under, an enhanced certificate issued under section 113B of that Act in respect of which less than three years have elapsed since it was issued; or
  - (b) in any other case, a criminal record certificate issued under section 113A of the Police Act 1997 in respect of which less than three years have elapsed since it was issued.
3. A minimum of two written references, including a reference from the person's most recent employer, if any.
4. Where a person has previously worked in a position whose duties included work with children or vulnerable adults, so far as reasonably practicable verification of the reason why the employment or position ended.
5. Documentary evidence of any relevant qualification.
6. A full employment history, together with a satisfactory written explanation of any gaps in employment.