

**Regulation 5: Fit and Proper Person Requirements**  
**Directors and Non-Executive Directors – Information Requirements: Personal File Checklist**

**Post Title:**

**Appointment:**

Proof of Identity including a recent photograph	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Where relevant, DBS check and/or barring information under the Safeguarding Vulnerable Groups Act 2006	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Satisfactory evidence of conduct in previous employment concerned with the provision of services relating to health or social care, or children of vulnerable adults	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Where a person has been previously employed in a position whose duties involved work with children or vulnerable adults, satisfactory verification, so far as reasonably practicable, of the reason why that person's employment in that position ended	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In so far as it is reasonably practicable to obtain, satisfactory documentary evidence of any qualification relevant to the duties for which the person is employed or appointed to perform	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A full employment history, together with a satisfactory written explanation of any gaps in employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Satisfactory information about any physical or mental health conditions which are relevant to the person's capability, after reasonable adjustments are made, to properly perform tasks which are intrinsic to their employment or appointment for the purposes of the regulated activity	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Such other information as is required to be kept by the service provider under any enactment which is relevant to that individual	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Information Requirements completed by:

Name	Position
Signed	Date

Fit and Proper Person Regulation Compliance Confirmed :

Name	Sean Lyons	Position	<b>Chairman</b>
Signed		Date	