|  |  |  |
| --- | --- | --- |
| **CENTRAL LIST PANEL MEMBERSHIP**  **EXPRESSION OF INTEREST FORM** | | |
| Full Name | |  |
| Date of Birth | |  |
| Ethnic Origin | |  |
| National Insurance Number (for independent members only) | |  |
|  | | |
| If you have any specific needs please identify any additional items you would wish us to provide to enable you to undertake your panel duties: | | |
|  | | |
| **Addresses** | | |
| Home Address | |  |
| Work Address | |  |
| **Email & Telephone Contact Details** | | |
| Email (Home) | |  |
| Email (Work) | |  |
| Telephone Number (Home) | |  |
| Telephone Number (Work) | |  |
| Telephone Number (Mobile) | |  |
|  | | |
| **What professional qualifications, if any, do you hold?** (*relevant evidence will be required*) | | |
|  | | |
| **Please give details of any other relevant training** | | |
|  | | |
| **Relevant personal experience of adoption** | | |
|  | | |
| *Please note that if you are an adoptive parent and were either approved by Adoption East Midlands or had a child placed with you then at least one year must have passed since an adoption order has been granted to you.*  *If you have worked for AEM or any of the childcare teams within Nottinghamshire, Nottingham City, Derbyshire or Derby City authorities, 12 months must have passed before you can be considered an Independent Panel Member.* | | |
| **Professional experience in adoption** | | |
|  | | |
| **Experience of other relevant childcare work** | | |
|  | | |
| **What other panel membership or other relevant responsibilities do you hold?** | | |
|  | | |
| **Having read the role dimension and person specification, what do you think you can contribute as a member of the adoption panel?** | | |
|  | | |
| **Availability – we are operating virtual panels using Microsoft Teams. Panels meet from 9am until approximately 2pm, however there is a lot of preparation before panel. Panel papers are available between 12 and 10 working days prior to the panel date. We submit strengths and questions to the Social Workers and applicants 3 working days prior to panel. We have panels on a Tuesday, Wednesday and Thursday, but our current vacancies in 2025 are for panels on Wednesday’s and Thursday’s. Please comment on your availability.** | | |
|  | | |
| **Please supply the contact details of two people who could provide us with a personal or professional reference (please note these must not be relatives)** | | |
| *Please note, once they have returned a completed reference form we will telephone them for verification in compliance with Adoption Agency Regulations 2005* | | |
| Name |  | |
| Address |  | |
| Telephone number |  | |
| Email |  | |
| Name |  | |
| Address |  | |
| Telephone number |  | |
| Email |  | |
|  | | |
| **If you are or have previously been employed by Adoption East Midlands please give details including dates** | | |
|  | | |
| **Personal Profile / Photograph** | | |
| *Please prepare a brief profile (no more than 200 words) about your relevant personal/professional experience which you are happy to share with panel attendees and with your fellow panel members. This profile, together with your photograph, may also be used for panel purposes regarding information about the panel that can be accessed on our own intranet. On appointment to panel we will request a photograph.* | | |
|  | | |
| *To help us comply with the General Data Protection Regulation 2018 we would like your permission before we use your photo and profile.*  *Photos will be stored in a secure location and only authorised staff will have access to them. They will be kept as long as they are relevant and after that time will be archived.*  *Addresses will not be disclosed.*  *We will not use the images taken, or any other information you provide, for any other purpose without your permission.*  *Please sign and date this form to confirm that you have understood this information and that you consent to your photo and profile being used as described.* | | |
| **By signing below, you are agreeing that:**   * **Adoption East Midlands will take up two personal / professional references.** * **Adoption East Midlands will undertake an Enhanced Disclosure and Barring Service check.** * **You will provide Right to Work in the UK documentation.** * **You have read and understood the information about the use of your photo and profile.** * **You consent to your photo being taken and along with your profile being used as described.** * **You understand that Adoption East Midlands will maintain a personal file containing information relevant to your inclusion on the central list as a panel member (in accordance with the relevant adoption Regulations).** | | |
| **Your Signature** | |  |
| **Date** | |  |
| **PLEASE RETURN COMPLETED FORM TO:** **PanelManagers.Adoption@adoptioneastmidlands.nottscc.gov.uk** | | |