

## **Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

#### Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on this form.

### **Personal Details**

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

**NOTE: The email address** 

provided must be the

parents email address

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

### **Role Being Vetted For**

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

### **Declaration of Application**

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

Joint Managerial Body Emmet House Milltown Dublin 14 V3K8



JMB Ref:	

### Form NVB 1

# **Vetting Invitation**

Section 1 – F	ers	ona	l In	forn	natio	on																				
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Middle Name:																										
Surname:																										
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Email Address:																										
<b>Contact Number</b>	er:																									
Role Being Vet	ted F	or:	Т	Υ		w	0	R	K		Е	X	Р		W	I	Т	Н		С	Н	ı	L	D	R	Ε
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Section 2 – A	ddi	tio	nal 1	Info	rma	tion																				
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I consent to the Liaison Person 2016. Please tic	Name Of Organisation:  SANDFORD PARK SCHOOL  I have provided documentation to validate my identity as required and I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box																									
Applicant's Signature:														Dat	te:	D	D	]/	M	<b>I</b>	1	<b>/</b> [	Y	Y	Y	Y

Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.