



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.

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.
- Please allow one digit per box for your contact number.
- The Current Address means the address you are now living at.
- The address fields must be completed in full with no abbreviations. The Eircode/Postcode line should be completed with the Eircode or, in the case of the UK, with the relevant post code (no Irish postcodes here please)

Role Being Vetted For

The role being applied for must be clearly stated – it **must** be one of the following:

- Volunteer working with young people
- Adult mentor to a young person
- Student Placement with young people
- Part-time teacher with young people
- Staff person with young people

Generic terms such as “Volunteer” or “Staff Person” 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.

