



Guidelines for Completing Vetting Invitation Form (NVB1)

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 (i.e. passport & driving licence & utility bill).
- If the applicant is under 18 years of age, a completed Parent / Guardian Consent Form (NVB3) will be required to be completed.

Personal Details

- Insert details for each field.
- Please ensure to supply an email address in the specified fields. This is required as the invitation to the e-vetting website will be sent directly to this email address.
- The Current Address means the address you are now living at.
- The Address fields should be completed in full, including Eircode (no abbreviations).

Role Being Vetted 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 ‘Applicant Information’ Section 2 on the form and ticking the box provided.

The Vetting Invitation Form (NVB1) attached must be completed and returned to the Named Liaison Person along with the relevant documents to validate your identity before St. Hilda's Services will be in a position to invite you to complete a Vetting Application.

When your Garda Vetting Check is completed, you will receive an email from the Garda Vetting Bureau stating that a Vetting Disclosure has been sent to St. Hilda's Services.

***Thanking you.
Sinead Gaffey
St. Hilda's Services - Liaison Person***

St. Hilda's Services
Grace Park Road
Athlone
Co. Westmeath



St. Hilda's Services Reference -

VETTING INVITATION NVB1 FORM

Section 1 - Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016, it is an offence to make a false statement for the purpose of obtaining a Vetting Disclosure.

PLEASE PRINT IN CAPITAL LETTERS ONLY

Forename(s) :	<input type="text"/>
Middle Name :	<input type="text"/>
Surname :	<input type="text"/>
Date of Birth :	<input type="text"/>
Contact Number :	<input type="text"/>
Email Address :	<input type="text"/>

An Invitation to the E-Vetting Website will be sent directly to this Email Address.

Current Address :	<input type="text"/>
Line 1 :	<input type="text"/>
Line 2 :	<input type="text"/>
Line 3 :	<input type="text"/>
Line 4 :	<input type="text"/>
Line 5 :	<input type="text"/>
EirCode :	<input type="text"/>

PLEASE SPECIFY YOUR JOB TITLE

Role Being Vetted For :	<input type="text"/>
Name of Organisation Requesting Vetting :	<input type="text" value="St. Hilda's Services"/>

Section 2 - Additional Information

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 St. Hilda's Services Liaison Person pursuant to Section 13(4)'e' National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Applicants Signature :	<input type="text"/>	Date :	<input type="text"/>
<i>In order for your Vetting Application to be processed you must tick this box</i>			
<input type="checkbox"/>			

Garda Vetting Bureau Reference :	<input type="text"/>
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This Disclosure is subject to St. Hilda's Services Privacy Policy; available at www.sthildas.ie