



## **Guidelines for completing Vetting Invitation Form (NVB1)**

Please read the following guidelines before completing this form.

### **General**

The form must be completed **IN FULL** in **BLOCK CAPITALS**. This includes the **EMAIL ADDRESS**. Writing must be clear and legible.

Applicants must allow **one letter/digit/symbol per box** throughout.

The form must be completed using blue or black ballpoint pen.

Photocopies and/or scanned copies will not be accepted. Original signature of the applicant, signed in pen, is required.

If the applicant is aged 16 or 17 a completed NVB3 Parent/Guardian Consent Form will also be required.

Persons below 16 years of age **cannot** be vetted.

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

Applicants should not send forms directly to JMB. They must be forwarded by the school with the appropriate cover letter on school headed notepaper.

This is an E-Vetting process, requiring you to respond to an invitation email that will be sent to your email address.

### **Section 1: 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 email to the E-Vetting website will be sent to this address. For persons aged 16 or 17 the email address given must be that of a parent or guardian.

Fill in contact number, allowing one digit per box.

The “current address” means the address you are living at now.

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



## **Role Being Vetted for**

The role being applied for must be stated clearly, detailing how the role involves you **working directly with children and/or vulnerable adults**. Unclear entries may be queried, causing delay in your application.

Generic terms such as “Volunteer” will not suffice.

## **Section 2 Additional Information**

Name of Organisation means the school handling the vetting.

Applicants must tick the box consenting to disclosure of information.

Applicants must enter signature.

Applicants must date the form.

## **Applicants Aged 16 or 17**

**Both the NVB1 and NVB3 forms are required for cases in which the applicant is 16 or 17 years old.** Persons under 16 CANNOT be vetted.

### **NVB1:**

Parent’s /Guardian’s email address must be entered in Email Address field, NOT the applicant’s email.

Parent’s / Guardian’s contact number must be entered, NOT the applicant’s number.

The date entered beside applicant’s signature must be dated AFTER the applicant’s 16<sup>th</sup> birthday.

[e.g.: if applicant’s date of birth is 1/1/2003, the date in Section 2 must be 1/1/2019 or after]

### **NVB3:**

The date entered beside the parent’s/guardian’s signature must be dated ON or AFTER the applicant’s 16<sup>th</sup> birthday.

