

Congregation	
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Please circle Yes or No

Have you had treatment for any illness during the past five years which may have bearing on your ability to work with children and young people? **Yes / No**

If Yes, please specify

Is there any reason that you cannot take up a position which involves having access to, or contact with, children or vulnerable adults? **Yes / No**

Please be aware that a criminal record will not necessarily prevent applicants from gaining a position.

Describe your reasons for taking up this position.	
Give details of previous experience of working with children /young people /vulnerable adults.	
Have you attended Safeguarding Training within the last three years?	No Yes

First Time Applicants only		
1 st Referee	Name	
	Address	
	Phone/Email	
2 nd Referee	Name	
	Address	
	Phone/Email	
Interviewed by	Name	
	Position	
	Name	
	Position	
Date of Interview		
Session Decision	Approved Not Approved Deferred	
Reason for Decision		
Signature of Session Member		Date

Revetting Applicants		
Approval for continued service	Approved	Not Approved
Signature of Session Member		Date

Guidelines for completing Vetting Invitation Form (NVB 1).

Please read the following guidelines before completing this form. The old NVB2 and 100 point check are no longer used.

MISCELLANEOUS

Only ORIGINAL FORMS with hand written signature is acceptable. This is set out by the GNVB.

Photocopies or emailed forms will not be accepted (to be clear: only verified photocopies of IDs are accepted).

The Form should be completed in ball point pen.

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 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

PERSONAL DETAILS

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

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

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. Distinguish between numbers and letters ie.

Ø versus O / capital L versus lower case l / i versus capital I

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. Below are a few examples of acceptable terminology used for roles:

- Sunday School Leader supervising children aged 4 to 17 and promoting religious beliefs
- Volunteer Counsellor working with adults at risk over the age of 18
- Creche Helper supervising and caring for children aged 0 to 4 years
- Youth Helper supervising children on a regular basis aged 0 to 17 and promoting religious beliefs
- Minister supervising children of all ages and vulnerable adults on a regular basis and promoting religious beliefs
- Pastoral Care Volunteer visiting vulnerable adults and families on a regular basis and promoting religious beliefs
- Holiday Bible Club and Childrens Church Leader supervising children aged 4 to 17 and promoting religious beliefs

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.

Accepted Garda National Vetting Bureau (GNVB) identity documents

CATEGORY	DOCUMENT TYPE
	Photo Identification
	Passport from country of citizenship
	Irish/EU/UK Driving Licence or Learner Permit
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	Proof of Address
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (the only utility bills accepted are: gas, electricity, television, broadband, waste and TV licence)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming tenancy

In circumstances where an applicant under the age of 18, does not have documentation outlined in the accepted documentation table, the following will be accepted:

	Identification
	Birth Certificate and Written statement by a school principal or an accredited third level institution confirming attendance and address

Two documents must be submitted, one to support identification and one to support proof of address.

Strict Adherence: Only the documents listed are acceptable (Driving Licence does not cover proof of address)

Data Retention Period: retain original NVB1 form for the initial 6 months, after which a soft copy NVB1 form and soft copy ID documents will suffice. These must be retained for duration of engagement and destroyed within 12 months of departure.

Page 7 to be completed by DP or Minister or Kirk Session or Person in Authority

Your Ref:

Identity Document Validation Form

Section 1: Photographic ID

- Is the photographic document, being relied upon, current and not expired? Yes No
- Is the photograph on the document a true likeness for the vetting subject? Yes No
- Is the photograph of high quality and clear? Yes No
- Is the date of birth on the document matching the date provided on the NVB1 Form? Yes No
- Is the name on the document exactly matching the name provided on the NVB1 Form? Yes No

Section 2: Proof of Address

- Is the address document dated within six months of the consent date? Yes No
- Is the address on the proof of address document matching the address provided on the NVB1 Form? Yes No
- Is the vetting subject's name included on the proof of address document? Yes No
- Is the document acceptable as proof of address document, as per Identity Document Schedule? Yes No

Section 3: NVB1 Form

- Is the NVB1 form dated and signed by the vetting subject? Yes No
- Is the role accepted to be relevant work or activity? Yes No
- Is the Consent Box ticked? Yes No

Section 4: Document Confirmation

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

- Completed NVB1 Form (original) Yes No
- Photographic ID document type: _____ Yes No
- Document Reference No. _____
- Proof of address document type: _____ Yes No

If you have answered No to any of the above questions the vetting subject has not met the criteria to continue with the vetting process

Section 5: Validator Information

Validator's Name (PRINT NAME):

Validator's Signature:

Validator's Role and Email:

Validator's Contact Number:

Date of Validation:
