

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 or scanned versions of a completed form 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.

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” or ‘employee’ will not suffice.

Suitable volunteer role examples – home visitation volunteer, volunteer in a community setting (retail, resource centres, day centres), childcare volunteer, volunteer youth leader etc.

For employee roles - childcare worker, youth worker, project worker in a community setting, project worker in a residential setting etc.

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.

Validation of Identity

The applicant is required to verify their identity face to face with an SVP Conference or Area President or relevant employee (Information Officer, Membership Support Officer, Regional Co-ordinator, or other SVP Manager).

This means providing documentation to prove your identity (**original** passport/driving licence/ other photo ID displaying DOB and utility bill), the relevant person (as listed above) will check your identity and sign this form in Section 3 to confirm the validation process.

Please bring a separate photocopy of your documents also, these will also be signed and dated by the relevant person (as listed above) and should be returned to SVP with the Vetting Invitation Form as part of the membership / employee application process.