

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.

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.

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" 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.

Missionary Society of St. Columban Dalgan Park, Navan, Co Meath

Signature:



Your Ref:		

Form NVB 1

Vetting Invitation

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Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.



Missionary Society of St. Columban

Safeguarding Office Region of Ireland



Dalgan Park, Navan, Co Meath Telephone: 087 984 4779 Email: neville.sandra@gmail.com

For office use only:

To be completed by Church Authority / Person In Charge / Management Personnel Only

Name of Society Person in Charge (District Leader / Manager):																						
Full Address:																						
Tel I	Tel No.:																					
Ema	Email Address:																					
Signature:																						
The applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) 2012 to 2016. Please tick box.																						

Examples of acceptable forms of identification (both required):

- a. Passport or Driving Licence
- b. Verification of Current Address i.e. recent utility bill, bank statement