



## Guidelines for completing Vetting Invitation Form (NVB 1)

*Please read the following guidelines before completing this form.*

### General

- The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear.
- Photocopies will not be accepted.
- All applicants will be required to provide documents to validate their identity with the relevant school.
- If the applicant is under 18 years of age, a completed NVB 3 – Parent/Guardian Consent Form will be required. This form is available at [www.foras.ie](http://www.foras.ie)

### 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.
- Current Address means the address you are now living at.
- The role being applied for must be clearly stated.

### Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form **and** ticking the box provided.

