



Name Of Organisation:

MARY IMMACULATE COLLEGE, LIMERICK

I have provided documentation to validate my identity as required *and*

I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to

2016. Please tick box

Applicant's

Signature:

Date:



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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.

### CHECK LIST

PLEASE ENSURE YOU HAVE ATTACHED THE FOLLOWING :

- PHOTOGRAPHIC ID (E.G. PASSPORT/DRIVING LICENCE – CERTIFIED COPY – SEE INSTRUCTIONS ABOVE)
- SECOND FORM OF ID (E.G. BIRTH CERTIFICATE/PUBLIC SERVICES CARD/ADDRESS VERIFICATION)
- SELF DECLARATION FORM
- OTHER IF APPLICABLE

## GUIDELINES FOR COMPLETING VETTING INVITATION FORM (NVB 1)

YOU MUST READ THE FOLLOWING GUIDELINES BEFORE COMPLETING NVB FORM.

The form must be completed by you in full. All data should be clear and legible. The original of this form with your signature must be submitted to the College (a photocopy is not acceptable). **Your Form must be accompanied by date photograph AND ADDRESS VERIFICATION**

All ID documentation must be Certified of the following:

a member of An Garda Síochána, a Commissioner for Oaths or a practicing Solicitor. is acceptable.

You must also complete and sign and Self Declaration Form.

Details of other acceptable documents can be found on the College website:

[https://www.mic.ul.ie/about/collegeservices/garda\\_vetting?index=0](https://www.mic.ul.ie/about/collegeservices/garda_vetting?index=0)

1 Part 1 of the application process:

Complete, sign and post your NVB to the Garda Vetting Office at the College. Your application must be accompanied by CERTIFIED ID and a Self Declaration Form. Certified ID your application will be considered incomplete and therefore may not be processed.

Please provide your full time permanent address and home address. Your Letter of Disclosure and all other Garda Vetting correspondence will be sent here.

Please distinguish between an O, S and 5 I and I (L) where applicable.

Please use a current email address as the National Vetting Bureau invitation to complete your application will be sent to the email address provided.

2-Part 2 of the application process:

Please check your email inbox once your NVB has been processed by the College. An email from The National Vetting Bureau will be sent to you containing a link to your online application. This must be completed before the vetting process begins. If you miss this step in the process you will not be vetted. It is good practice to check your SPAM folder also.

**NB FOLLOWING SUBMISSION OF YOUR NVB PLEASE REMEMBER TO CHECK YOUR EMAIL ACCOUNT AND SPAM FOLDER THE NVB EMAIL CONTAINING A LINK TO YOUR ONLINE GARDIA VETTING APPLICATION WILL BE SENT TO YOU HERE. PLEASE ENSURE TO COMPLETE AND SUBMIT THIS APPLICATION.**

### WARNING

FAILURE TO COMPLETE THIS FORM CORRECTLY MAY DELAY YOUR COLLEGE REGISTRATION/APPOINTMENT AND APPLICABLE MAY RESULT IN PLACEMENTS BEING POSTPONED. APPLICATION WILL NOT BE PROCESSED UNLESS IT IS COMPLETED, SIGNED AND SUPPORTED BY THE CORRECT DOCUMENTATION.

### ATTACHED:

- Photographic ID (e.g. Passport/Driving Licence – certified copy)
- Second form of ID (e.g. Birth Certificate/Public Services card/Social services card/medical Card – certified copy).
- Self Declaration Form
- Other

**SELF-DECLARATION ON CRIMINAL OFFENCES**

<b>Post</b>	
<b>Forename</b>	
<b>Surname</b>	
<b>Address</b>	

**Questionnaire on criminal offences:**

**1. Have you ever been convicted of a criminal offence in Ireland or in any other country<sup>1</sup>?**

**YES                      NO                      (Please circle the appropriate response)**

**1. Have you ever been charged with a criminal offence in Ireland or in any other country<sup>1</sup>?**

**YES                      NO                      (Please circle the appropriate response)**

**In the event that you have answered yes to either of the above questions please provide details below:**

Date	Court	Offence	Court Outcome

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<sup>1</sup> This does not apply to offences under the Road Traffic Acts (or similar legislation in other countries).



## SELF-DECLARATION ON CRIMINAL OFFENCES

By signing below, you acknowledge that the College may make enquiries to check the accuracy of the information provided and that the College reserves the right to carry out criminal background checks on all applicants. Please note that any person being offered a position by the College will be subject to Garda/Police Vetting.

Mary Immaculate College Limerick, reserves the right not to proceed with your application for if you provide any information in this questionnaire which, in the reasonable opinion of the College, renders you unsuitable for same.

If you provide any false or misleading information in this questionnaire, Mary Immaculate College Limerick reserves the right not to proceed with your application or to withdraw any offer made or, where you have already commenced a role with the College, to terminate same.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

This form, once it has been completed and signed, should be returned directly to the Garda Vetting Office, Student Academic Administration, Room 112, Mary Immaculate College, South Circular Road, Limerick.

### DATA PROTECTION NOTICE

Personal data, including sensitive personal data, collected as part of this application, will be processed for the purposes of coordinating, monitoring and evaluating this application only. Data collected will be retained in line with MIC's Records Retention Schedule. All Personal Data collected is stored in strict accordance with current Data Protection Legislation. Your privacy is important to us.