



**etb**

Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma  
Mayo, Sligo and Leitrim  
Education and Training Board

## **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.

Mayo, Sligo and Leitrim E.T.B.  
 Quay Street  
 Sligo.  
 F91 XH96



**Your Ref:**  
**PLC – Ballinode Sligo  
 (Students)**

Form NVB 1

## Vetting Invitation

### Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):																												
Middle Name:																												
Surname:																												
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																		
Email Address:																												
Contact Number:																												
Role Being Vetted For:																												
Current Address:																												
Line 1:																												
Line 2:																												
Line 3:																												
Line 4:																												
Line 5:																												
Eircode/Postcode:																												

### Section 2 – Additional Information

Name Of Organisation: Mayo, Sligo & Leitrim Education and Training Board – MSLETB.

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 D D / M M / Y Y Y Y

**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.

Please note that original documents only will be accepted and that your Vetting Application cannot be processed until all required documentation is received: -

**Category 1 (Photo ID)** – submit **1 item** from this category:

- Valid Irish driving licence or learner permit (new credit card format)
- Valid Passport (from country of citizenship)

**Category 2 (documentation to validate your current address)** – submit **1 item** from this category:

- Utility bill (confirming full name and current address) e.g. gas, electricity, television, broadband, (must be less than 6 months old). Printed online bills are acceptable.  
Mobile Phone bills are **not** acceptable
- Bank/Building Society/Credit Union statement (must be less than 6 months old).
- P60, P45 or Payslip within the last year (confirming full name and current address).
- Letter from employer (within the last two years) confirming full name and current address.