

Additional Guidelines for Completion of Garda Vetting Form

Employees / Volunteers / Contractors

Overseas Vetting

If you have resided outside of Ireland for a period of 6 months or more you are required to submit Police Clearance from the country in which you resided. It is your responsibility to ensure that you have this available prior to the date of your engagement. Failure to provide Police Clearance will result in offer of engagement being withdrawn. Please refer to our overseas policy for more detail on www.corketb.ie

Addresses

Full details must be included specifically the year **from** and **to** as well as **the eircode / post code** for your current address which may be found on www.eircode.ie

Proof of Identity

Such validation will require the submission of the vetting form with a form of identification to the Nominated Person or Clerk User in the College / Centre / Area where you are being offered work. Alternatively you may present to the Liaison Person in ETB Head Office, 21 Lavitts Quay, Cork. Proof of identity is two pieces of the following documentation, one of which must be photographic;

- Passport or Driving Licence or National Identity Card
- Birth Certificate
- Recent utility bill or Bank / Credit Union statement

On presenting original documentation it will be copied and validated by the Nominated Person / Clerk User or Liaison Person. If validated in a College or Centre, the original proof of identity will be photocopied, signed and dated. The person in the School/Centre will confirm validation of identity on the Vetting Form and will forward all documentation to the relevant Liaison Person.

Incomplete forms will be returned to you which will cause a delay in the vetting process.

Declaration of Consent

Box giving consent must be ticked

It is important to note that it is the responsibility of the individual to ensure full and accurate information is given and the form is completed in full in order for the process to be finalised, failure to complete the full Vetting process in advance of the date for which you are expected to take up duties / engage in services will result in the offer being withdrawn.