



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.

All applicants will be required to **provide documents to validate their identity.**

The National Vetting Bureau Process

1. Fill out the attached form with your address and relevant contact details.
2. Immediately return this completed form back to Locum Express. Await your email link from the NVB which you should receive within 5 – 10 working days.
3. Once you receive the email, follow that link to complete the online vetting form, please note you have a very limited time before the link expires.
4. Await your Vetting Disclosure which will be sent to both you and Locum Express via email. (Should there be any queries on your application there may be a delay in your disclosure, resulting in a delay in your next employment commencement date.)

Documentation To Validate Your Identity (Scan & Email to Locum Express)

1. Scan of Identification document (Passport)
2. Scan of utility bill and/or bank statement to show proof of address.

Please submit **both** of the above, along with at least **one** of the following:

- Irish driving licence or learner permit
- Irish Public Services Card
- Irish certificate of naturalisation
- Birth certificate
- Garda National Immigration Bureau (GNIB) card
- National Identity Card for EU/EEA/Swiss citizens

Locum Express
 8 Eastage Avenue
 Little Island
 Cork
 Ireland
 T45 NF24
 T: +353 (0)21 4297901



Your Ref:

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:

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: / /

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.