

An Garda Síochána GARDA VETTING APPLICATION FORM

NOTE TO APPLICANT

- The Enquiry Form must be completed in full using BLOCK CAPITALS (Please state N/A if details are not applicable)
- Writing must be clear and legible
- > Return the completed form to Tony Wright, Irish Sailing Association, 3 Park Road, Dun Laoghaire, Co. Dublin. Please mark the envelope "Private & Confidential".
- Do not send this form to The Garda Central Vetting Unit or to any Garda Station

To be completed by the Applicant

FORENAME(S): DATE OF BIRTH:(dd/mm/yy)			PREVIOUS NAME (if any):							
			ALIAS:		P.P.S. NO	P.P.S. NO:				
			PLACE/CITY OF ORIGIN:							
	YOU EVER CHANGI		L_	No [
IF YES PLEASE STATE FORMER NAME: Please state all addresses from year of birth to present date										
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DATE	COURT	OFFENCE	COURT OUTCOME
✓		DECLARATION OF A	<u>PPLICANT</u>
I am already an ISA	A qualified Instru	ictor, Coach.	
I intent training as	an ISA Instructor	r or Coach.	
I intend working w vulnerable people i		Role	
ISA organisation	ar une romo wing	Organisation	
		Contact person	
Signature of Applicant:			Date:
Signature of Applicant: (()	Date:
	()	Date:
To be completed by Irish Authorised Signatory:	Sailing Associat	tion only	Date:
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OR the attached conviction OR the attached prosecut NOTE: Checks were ca The convictions	Tony Wrig Tony Wrig Garda Central Ve ds there are no pr tions appear on Ga tions are pending arried out by this as supplied may ap	tion only (Ir tht) tting Unit revious convictions record arda Records:	ish Sailing Association) ded against the above named applicant:
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Guidelines for candidates completing Garda Vetting Forms

Garda Vetting is used as part of the recruitment / qualification process to ensure that candidates do not have criminal convictions which might indicate that they are unsuitable to work with children or vulnerable adults.

Garda vetting forms which are not completed correctly will be returned to you. This creates additional work for you, your organisation, the ISA and the National Vetting Bureau. It will also inevitably delay the vetting process and possibly your recruitment / qualification. Please take the time to ensure that you complete the vetting form properly.

When filling in the form please.....

USE CAPITALS	Use capital letters throughout.		
Use a black pen	Use a black pen. This will allow us to make legible copies of the form, if required.		
PLEASE D	You might consider filling the form in lightly in pencil first before going over it in black pen.		
Leave No	Ensure you fill in all of the required information. If a field does not apply to you put " N/A " (Not Applicable) in the space.		
gaps	In particular		
	Do not leave any gaps in the dates you were at addresses. If you cannot remember (or find out) exactly where you lived between two dates put the dates in and fill in as much information on where it was as you can.		
	 Include all initials / middle names on front and in signature panel on the back of the form. 		
Staple together	If you have printed the form over several pages, or have a parental consent form, please staple them together with the front page of the vetting form to the front.		

And remember......

What is a conviction	You should declare on the form any fine, custodial sentence or other order issued by a court or arising from a court appearance. Do not omit anything because you think it is too trivial or too long ago.
Messed up and ne da new form?	You can download and print a new form from the ISA website. Try filling this one in lightly in pencil before going over it in black pen.
18 under	If you are under 18 you will need to get your parents or guardian to complete the parental consent form. This is available on the ISA website
?	If you need it, there is more information on our website www.sailing.ie/Training/GardaVetting.aspx or email reception@sailing.ie / phone 01 2800239

Sending it back



ISA Instructors and Coaches should send the form directly into the ISA.

Other people completing vetting should place their form in an envelope with the following information written on it.

- Your name and address
- The name of the ISA organisation you are applying to work in
- The name of the position you have applied for

and hand it to the person running the recruitment process in the relevant organisation.

Please ensure that the last address listed in the Addresses & Dates section on the form is where you are currently living. It is to this address that we will post the results of your vetting application.

What happens next?



- 1. Forms are checked by the ISA & then sent to the National Vetting Bureau.
- 2. Results are returned to ISA.
- 3. ISA reviews any information provided and decides if it indicates that the applicant is unsuitable to work with children & vulnerable adults.
- 4. ISA decision is communicated by post to applicant and (where appropriate) their ISA affiliated organisation.