



Guidelines for candidates completing Garda Vetting Forms

You have been asked to complete a Garda Vetting Form. This is because you have applied for, or are working in, a position that involves unsupervised access to children or vulnerable adults. Vetting is used as part of the recruitment process to ensure that candidates do not have criminal convictions which might indicate that they are unsuitable to work with these groups. Additional information on the vetting process is available from the organisation recruiting you and on the ISA website at <http://www.sailing.ie/inside/default.asp?pagelD=641>

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

<i>USE CAPITALS</i>	Use capital letters throughout.
Use a black pen <i>PLEASE</i> 	Use a black pen. This will allow us to make legible copies of the form if required. You might consider filling the form in lightly in pencil first before going over it in black pen.
<i>Leave No.....gaps</i>	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. When you are filling in the details on Addresses & Dates; ensure that you do not leave any gaps in the dates. 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 as you can.
<i>Messed up and need a new form?</i> 	You can download and print a new form from the ISA website. http://www.sailing.ie/inside/default.asp?pagelD=641 Try filling this one in lightly in pencil before going over it in black pen.
Sending it back 	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 report from the Gardai. When completed, the form should be placed in an envelope with your name and address on it and the name of the position you have applied for. Hand it to the organisations Vetting Liaison Officer. Do not send it directly to the ISA.
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 http://www.sailing.ie/inside/default.asp?pagelD=641