Guidelines for Vetting Liaison Officers processing Garda Vetting Forms

As the Vetting Liaison Officer for your organisation you are responsible for the handling of completed vetting forms within your organisation. These guidelines should help you do this.

Additional information on the vetting process is available from the ISA and on the ISA website at http://www.sailing.ie/inside/default.asp?pageId=641

The process

1	Make sure that the candidates have the correct form.	Provide blank Vetting forms & an envelope along with your organisations recruitment application form. Garda Vetting forms are available to download & print on the ISA website. It is also a good idea to provide the ISA Guidelines for Candidates completing Garda Vetting Forms. Available on the website
2	Do not look at the forms until you intend recruiting the candidate.	Vetting forms are held & not opened until you know you intend recruiting the candidate. Be aware that these forms may have details of *any* convictions the candidate has and which they have declared. Treat this information with due care.
3	Now you can! Open the forms while ensuring confidentiality	Once you have decided that you may be recruiting the candidate - open envelopes & check forms. See checklist on the next page. Be aware that these forms may have details of *any* convictions the candidate has and which they have declared. Treat this information with due care.
4	Send checked forms into ISA.	Send forms onto ISA: Mark envelopes - Private & Confidential. Address to - Tony Wright, ISA, 3 Park Road, Dun Laoghaire, Co Dublin.
5	Wait	The length of time that it takes to process forms varies between a fortnight and several months. Contact the ISA for an up date.
6	The ISA will contact you	The ISA will contact you when the completed report has been sent on to the candidate. You will need to contact the candidate directly and ask to see it.

Checking Completed Vetting Forms

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 forms you submit for vetting have been completed properly.

USE CAPITALS	Capital letters *must* be used throughout the form
Use a black pen *PLEASE*	The form should be filled in pen, preferably black.
Leave No……gaps	Ensure all of the required information is filled in. If a field does not apply it should have *"N/A"* (Not Applicable) in the space. Ensure that there are no gaps in dates in the Addresses & Dates table. If the candidate cannot remember (or find out) exactly where they lived between two dates they should put the dates in and fill in as much information on where as you can.
Messed up and need a new form?	New forms can be downloaded and print from the ISA website. http://www.sailing.ie/inside/default.asp?pageId=641
Sending it back	The last address listed in the Addresses & Dates section on the form should be where the candidate is 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 the candidates name and address on it as well as the name of the position they 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?pageId=641