



LIMERICK COLLEGE OF FURTHER EDUCATION
LIMERICK SENIOR COLLEGE
Coláiste Sinsearach Luimnigh

Garda Vetting Application Procedure

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Policy Area	Communications
Version	1.0
Date	May 2009
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Responsibility	Head of School of Childcare & Healthcare

Garda Vetting Application Procedure

All learners applying for a place on any of the College's Childcare and Healthcare programmes with effect from 1st September 2006 are subject to receipt of satisfactory Garda Vetting.

1. Applicants are requested to complete the Garda Vetting Application Form which authorises the Garda Central Vetting Unit (GCVU) to disclose personal data regarding convictions to the Authorised Signatory of City of Limerick VEC.

Note: The GCVU will only disclose this data to the Authorised Signatory within the VEC to which you have applied. However, in the event that you apply for a place in another VEC, the information disclosed may be made available to the Authorised Signatory of the VEC concerned.

2. Applicants complete, sign and date the form and return it in a separate envelope, marked confidential, to Head of School of Childcare and Healthcare, Limerick College of Further Education, Mulgrave Street. Limerick.
3. The College will pass the form to the Human Resources Department where an authorised signatory validates and signs the form and forwards it to the GCVU for processing.
4. Vetting is carried out by GCVU and original forms and results are returned to Head of Human Resources along with attaching disclosures, if any. This process takes approximately **five weeks**.
5. All data received from the GCVU will also be managed and protected within the statutory provisions of the Data Protection Act and any other legislation that may be enacted in respect of Data Protection or Garda Vetting.

Note: All communications and administration concerning Garda Vetting applications and disclosures are based on integrity and confidentiality within a Human Rights framework.

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Guidelines on completing Garda Vetting Application Form

Please read the following before completing the Garda Vetting Application form.

Please ensure that you complete the Garda Vetting Application form **in full**. Incomplete forms will be returned and will delay the vetting process. Please use ballpoint pen only.

All sections **must be** completed. **Do not leave any section blank**. If a section does not apply to you, you must enter N/A (not applicable). For example, under 'Alias', if you do not have an alias, you must write N/A against this.

- PREVIOUS NAME:** Maiden name, foster name, adopted name, deed poll, marriage, including 2nd marriage etc.
- ALIAS:** Any other name that you may be known as, for example, John but known as Sean.
- DATE OF BIRTH:** DD/MM/YY, for example 31/07/63
- PLACE/CITY OF ORIGIN:** Area/Town/City and County where you are originally from (Not place/hospital in which you were born)
- HAVE YOU EVER CHANGED YOUR NAME:** Please ensure that you tick either Yes or No. If YES, please enter former name(s). For example, foster name, adopted name, deed poll, marriage, including 2nd marriage etc.
- ADDRESSES:**
From Year of Birth: Please enter in full your present and all previous addresses at which you have lived, starting with the earliest and finishing with your current address. There must be no gaps in the years whatsoever. If you have lived outside of Ireland you must include all foreign addresses.
- HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE:** Please ensure that you tick either Yes or No as appropriate. If yes, please enter relevant details.
- SIGNATURE OF APPLICANT:** Please ensure that you sign and date the section marked 'Declaration of Applicant'.

Please place completed Garda Vetting Application Form in an envelope and return it to:

*Mary Ryan
Head of School of Childcare and Healthcare
Limerick College of Further Education
Mulgrave Street
Limerick.*

The completed Garda Vetting Application Form will be treated with total confidentiality and will be processed solely by the Head of Human Resources who is the City of Limerick VEC's Authorised Signatory for the Garda Central Vetting Unit. All data received from the Garda Central Vetting Unit will be managed and protected within the statutory provisions of the Data Protection Act and any other legislation that may be enacted in respect of Data Protection or Garda Vetting.