volunteer centre
Ionad d'Obair Dheonach Contae Átha Cliath Theas
SOUTH DUBLIN COUNTY

Please use BLOCK CAPITALS when completing the form. It is imperative that you complete the attached Garda Vetting Form fully and correctly.

Please note, forms will not be processed if handwriting is in any way illegible or if information is incomplete. This will cause long delays in you beginning in the position that you have applied for.

Field name	Instructions
Surname	Insert your current surname.
Previous Surname	Insert your previous name here (i.e. maiden name if applicable).
Forename	Insert your forename / first name.
Alias	If you are known by any name other than that/those on your birth certificate please insert here e.g Anthony but know as Tony
Date of Birth	Insert your date of birth (dd/mm/yy).
Place of Birth	Insert the name of the city or town that you were born in (e.g. Dublin).
Have you ever changed your name	If yes, tick 'yes' box, if no tick 'no' box.
If yes please state former name	Insert any previous surnames if applicable (e.g. in the event that you were married on more than one occasion or that you have changed your name by deed poll etc)
Please state all addresses from year of birth to present date:	It is very important that your current address and all previous addresses, including all addresses abroad, are provided. You must also insert the years that you resided at these addresses, year from and year to. These will be checked and if there is any time unaccounted for, the form will be returned to you. e.g. if you have an address from 2005-2006 and an address from 2007-2008, there will be a question as to where you lived from 2006-2007. Remember to have addresses in order. The final address should be your current one, so the final 'year to' line should say "present"

Field name	Instructions
Have you ever been convicted of an offense in the Republic of Ireland or elsewhere?	If no, tick 'no', box. If yes, tick 'yes' box and then please provide details of conviction(s), i.e. Date, Court, Offense, Court Outcome.
Declaration:	Please make certain you fill in the position and the organization you are applying for within the specific spaces provided- the blue brackets represent what you will need to write in that space on your form: "I, the undersigned who have applied for a position as a _____**(Befriending Volunteer)** hereby authorise An Garda Síochána to furnish to South Dublin County Volunteer Centre on behalf of _____**(Making Connections)** a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be. I also authorise South Dublin County Volunteer Centre to retain this information confidentially on file on behalf of _____ **(Making Connections)** for a period of up to 6 months. You must read this declaration carefully, sign and date it, and also print your name in block capitals underneath the signature. (BLOCK CAPITALS) Your signature must match the name given on page 1. If your name on the first page is John Smith, then do not sign form John E. Smith as Garda Vetting Unit will look for information on what "E" stands for.