



Equinox Education Services Ltd
Carlow Gateway Business Centre
Athy Road
Carlow

Tel : 059-9179340

E-Mail : cstevenson@equinox4study.com

Dear Enquirer,

Guidelines for Completing the Vetting Form (long version)

Miscellaneous

The Form must be completed in full **BLOCK CAPITALS**

One Application form must be completed for EVERY person over 18 living full time at the property.

The Form should be completed in ball point pen. Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity - utility bill, bank statement, etc for their address and a copy of a photo ID (passport, driving licence, etc) for personal identification.

Personal Details

Insert details for each field, allowing one block letter per box.

Please provide changes of names, if any from birth i.e.name change due to marriage, deed poll, adoption.

Please state Country of Birth as this is Mandatory Field

Please state your Passport Number where applicable.

Please state your Mother's Maiden Name as stated on your birth certificate.

Any fields not applicable to the applicant should be marked "N/A".

Section 2 Addresses

Please enter all your previous addresses in chronological order.

The address field should be completed in full, including Eircode/Postcode. No abbreviations.

Insure that all years from birth to present are included.

For the " Years From " and " Years To", please specify the year only e.g. 1995 to 1998

It is permitted to have more than one address in any given year.

Section 3 Self Disclosed Criminal Record

Criminal record means a record of the person's convictions offence together with any ancillary or consequential orders made pursuant to the convictions concerned or a record of any prosecutions pending against the person whether within or outside the state for any criminal offences or both.

Section 4 Liaison Person

This **section is not to** be filled out by the applicant.

Section 5 Declaration of Consent

The applicant must confirm their understanding and acceptance of the statement by ticking the appropriate box where indicated. The date must be the present date of signing. **Please return to**

Cathy Stevenson
Equinox Education Services Ltd
Carlow Gateway Business Centre
Athy Road, Carlow

If you have any questions please do not hesitate to contact me at any time or phone **059-9179340**.

Yours sincerely,

Cathy Stevenson
Vetting Officer
Equinox Education Services Ltd