

STORAGE OF FORMS

WHO AND WHERE?

- 1. -APPLICATION COVER SHEET
- RECORD FORM
-VOLUNTEER REFERENCE FORM (X2)
-LETTER OF APPOINTMENT CONFIRMING
COMPLETED CHECK
-AGREEMENT (one copy)**

Processed and stored by PARISH REPRESENTATIVE in Parish premises in a locked cabinet.

- 2. -CATHOLIC CHURCH I.D. VERIFICATION FORM
-CONFIDENTIAL DECLARATION FORM**

Forwarded to GARDA AUTHORISED PERSON. Once check is confirmed satisfactory this form is then stored with the returned Garda Vetting Form in the Diocesan Offices.

- 3. -GARDA FORM**

Forwarded by GARDA AUTHORISED PERSON to Garda Vetting Unit. Once returned satisfactory the form is stored in the Diocesan Offices.

- 4. -LETTER OF APPOINTMENT
-CODE OF BEHAVIOUR
-AGREEMENT (one copy)**

To be kept by APPLICANT /VOLUNTEER for records & guidance during employment.