



Policy on Overseas Clearance in Respect of Vetting Procedures

Scope:

These procedures apply to persons undertaking relevant work or activities who have resided overseas for a period of 6 months or more. This policy should be read in conjunction with Cork ETB's Vetting Policy.

Purpose:

This policy outlines how Cork ETB will deal with Vetting where the person requiring vetting has resided overseas for a period of 6 months or more

Policy Statement:

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish the Human Resources Office with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Please Note: the Vetting form which you complete and return at the time of interview only covers addresses in the Republic of Ireland and Northern Ireland

Procedure:

Seeking security clearances from other countries (e.g. UK, USA etc.) are the responsibility of the individual. It is a process which can take a significant amount of time. Therefore, if you are interested in pursuing work or activities within Cork ETB we would strongly advise that you commence seeking international security clearances now. For your convenience, useful information and links are provided in the attached appendix, which may assist you in commencing the process.

Please Note: Candidates who studied outside of Ireland e.g. in the UK, please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated after you left the UK.

If you require overseas security clearance and are unable to produce it at the time of offer of employment, then the offer of employment may be withdrawn. Cork ETB will accept no liability for the withdrawal of offers of employment in such circumstances.

Review:

This policy will be reviewed in accordance to changes in legislation, direction as issued by Department of Education and Skills and/or as directed by the National Vetting Bureau.

Signed: 

Date: 19th April 2016

Mr. T. Owens
Chief Executive

APPENDIX

Useful Information

United Kingdom

London: content.met.police.uk/Article/Making-a-subject-access-request **Metropolitan Police Service - Your right to information** www.disclosurescotland.co.uk
www.southwalespoliceauthority.org.uk/ www.north-wales.police.uk
Links to UK Police Force sites

This website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Force's website.

www.gov.uk/make-a-freedom-of-information-request/organisations

(This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

Australia

www.afp.gov.au

This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

www.courts.govt.nz

This website will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please Note: Valid Security/Overseas Clearance from the USA must be obtained from the FBI only <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi>

FBI - Guide for Obtaining Your FBI Identification Record

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

Other Countries

For other countries not listed above you may find it helpful to contact the **relevant embassies** who could provide you with information on seeking Police Clearance.

Please Note: original documents only will be accepted. If you require the original back, a copy of your Clearance will be retained on file and the original returned to you by post.

In the absence of documents please provide proof of your attempts to obtain these documents i.e. letters from Embassies or Law Enforcement Authorities