**THIS IS AN IMPORTANT SECURITY DOCUMENT**

**When completing the attached reference form please ensure that you follow these guidelines to ensure that the reference that you provide is acceptable to the airport security authorities and the Department for Transport:**

* Please provide **full** and **exact** dates ie. DD/MM/YY in both the ‘start’ and ‘finish’ spaces.
* A company stamp/compliment slip/business card/letterhead should be provided to authenticate the reference or returned via a company email address to **XXXX** keeping the email chain intact.
* The reference should be completed and signed by an individual who is authorised to provide a reference on behalf of the Company/Organisation, where applicable.
* Please return all sheets to us.

Thank you for taking the time to complete this form.

**If you have any problems regarding this reference please do not hesitate to contact XXXX**

|  |
| --- |
| **YOUR URGENT REPLY IS APPRECIATED AS WITHOUT YOUR REFERENCE THE INDIVIDUAL CONCERNED WILL NOT BE ABLE TO COMMENCE WORK AND MAY LEAD TO THEIR OFFER OF EMPLOYMENT BEING WITHDRAWN.****THANK YOU** |

## EMPLOYMENT REFERENCE

|  |  |
| --- | --- |
| **Applicant’s Name:** |  |
| **Date of Birth:** |  |
| **NI Number:** |  |

**Requested by: XXXX**

**You are respectfully advised that it is an offence, under the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990, to knowingly give false information, either for the purpose of, or in connection with, an application for an Airport Security ID Pass.**

1. Please confirm the specific dates when the applicant was employed by your company:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | From: |  / /  |  To: |  / / |

 Day/month/year Day/month/year

2. Please provide details of position(s) held:

|  |
| --- |
|  |
|  |

3. Reason for leaving:

|  |
| --- |
|  |

4. Number of days absent in the last twelve months: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Would you re-employ the applicant? YES / NO

 If ‘no’, please state the reason(s)

|  |
| --- |
|  |
|  |

6. To the best of your knowledge, is there anything known about the person named in this reference which suggests a lack of integrity or otherwise reflects adversely upon their suitability to hold an airport pass allowing them access to sensitive areas of an airport?

YES / NO

If you ticked ‘yes’, please provide reason(s):

|  |
| --- |
|  |
|  |

7. Please provide any other information that you feel may be of relevance to this application:

|  |
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|  |
|  |

|  |  |
| --- | --- |
| Signature |  |
| Print name |  |
| Date |  |  |  |
| Position |  |
| Company name |  |
| Address |  |
|  |  |
|  |  |
| Telephone No |  |
|  |  |
| Once complete, please scan and return the reference from your company email address to **XXXX** keeping the original email chain intact. |