

<<<<Company Headed Paper>>>>

Strictly Private and Confidential

Name
Address

[DATE]

Dear Sir (it's recommended that a name is used as the addressee)

Re [Name]: NI Number: Date of Birth:

The above named has applied to [**SPONSORING COMPANY NAME**] for the position of [**POSITION**] and has given us permission to contact you for a reference. He/she has advised us that he/she was employed with your company from [**DATE**] to [**DATE**]. The employment is at an airport in the UK and this means that an Airport Security ID Pass must be issued.

Please return this page along with the reference.

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.

I would therefore be grateful if you would complete the attached questionnaire and return it to me as soon as possible. This information will be required to secure an identity pass and information will be shared with Stansted Airport and possibly with the Control Authorities.

If this request has been sent by email it is acknowledged that no company stamp/compliment slip/letter headed paper will be available. To ensure compliance with Stansted Airport policy therefore, the email history chain must be kept intact.

You may be contacted by the Stansted Airport ID Centre to verify this reference.

We may not be able to offer employment unless this reference is returned and verified, therefore an early reply would be appreciated.

On behalf of the applicant thank you for your cooperation in this matter. I assure you that your reply will be treated in the strictest confidence.

Yours faithfully (sincerely if name is used as addressee)

Name
Position in Company

EMPLOYMENT REFERENCE

Requested by:

Applicants Name: Also known as:

D.O.B.

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:/...../.....
Day/Month/Year

To:...../...../.....
Day/Month/Year

2. Please provide details of position/s held:

.....

3. Reason for leaving?

.....

4. Would you re-employ the applicant? Please state **Yes** or **No**

If you answered 'no', please state the reason or reasons:

.....

5. 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 Security ID Pass allowing them access to Critical Parts of a UK airport?

Please state 'Yes' or 'No'

If you answered 'Yes', please provide your reason:

.....

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

.....

.....

Company/organisation name.....

Address:

.....

.....

Email: Fax:

Daytime Telephone Mobile number:
Number

Print name: Signature

Occupation: Date:

Company Stamp:

Would you please authenticate your reply by using your company stamp in the space provided, or by attaching a compliment slip/headed paper. We may not be able to offer employment until this reference has been received and verified; therefore an early reply would be appreciated.

Please ensure that the dates/details provided are from your company records as any inconsistency in information provided may delay the issue of an identity pass.

Thank you for your cooperation. The information you have provided will be helpful in validating the candidate's application.