**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.

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REFERENCE THE INDIVIDUAL CONCERNED WILL NOT BE ABLE TO COMMENCE WORK AND MAY LEAD TO THEIR OFFER OF EMPLOYMENT BEING WITHDRAWN.**  **THANK YOU** |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 AGENCY REFERENCE**

|  |  |
| --- | --- |
| **Applicant’s Name:** |  |
| **Address:** |  |
| **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 provide the exact dates that this applicant was employed by your agency:

From: …..…../…..…../…….... To: …..…../…..…../..........

Day Month Year Day Month Year

2. Please list any periods of non placement in excess of 28 days during the period of employment with your agency. We may also need to contact you for the specific details as we must verify all of the time spent by the applicant in employment over the last five years.

Dates of Gaps in Excess of 28 Days

From: …..…../…..…../…….... To: …..…../…..…../..........

Day Month Year Day Month Year

From: …..…../…..…../…….... To: …..…../…..…../..........

Day Month Year Day Month Year

From: …..…../…..…../…….... To: …..…../…..…../..........

Day Month Year Day Month Year

3. Please provide details of position/s held:

…………………………………………………………………………………………….

4. Reason for leaving agency:

……………………………………………………………………………………………

5. Would you find further work for the applicant? Please state **Yes** or **No:** ………….

If you answered “No” please state the reason/s:

…………………………………………………………………………………………….

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

…………………………………………………………………………………………….

Company/organisation name.........................................................................................

Address: ………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Email: …………………………… …………. Telephone no ……………..………….

Print name: ………………………………… Signature …………………………………

Occupation ………………………………... Date: ………………………………………

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

Once complete, please scan and return the reference from your company email address to **XXXX** keeping the original email chain intact.