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REFERENCE THE INDIVIDUAL CONCERNED WILL NOT BE ABLE TO COMMENCE WORK AND MAY LEAD TO THEIR OFFER OF EMPLOYMENT BEING WITHDRAWN.****THANK YOU** |

**VERFICATION OF GAP IN EMPLOYMENT REFERENCE**

|  |  |
| --- | --- |
| **Applicant’s Name:** |  |
| **Address:** |  |
| **Date of Birth:** |  |

**Requested by: XXXX**

1. Please confirm the dates that this reference covers (please see covering email).

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

1. Was the applicant domiciled in the United Kingdom during this period? YES / NO

If ‘no’, please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In what capacity is the applicant known to you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Are you related to the applicant? YES / NO
4. Do you reside at the same address as the applicant? YES / NO
5. To the best of your knowledge, during the period in question, was the applicant:

Self-employed

Unemployed – claiming state benefits

Unemployed – **not** claiming any state benefits

Employed - company ceased trading

Travelling (please state if you were travelling with them & countries visited)

Other

1. Please provide a short description of what the person named in this reference was doing during the period.

|  |
| --- |
|  |
|  |

1. Did you have face to face contact with the applicant at least once every 28 days during the period?

YES / NO

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

 YES / NO

 If ‘yes’, please provide reason(s):

|  |
| --- |
|  |
|  |

|  |  |
| --- | --- |
| Signature |  |
| Print name |  |
| Occupation |  |  |  |
| Date |  |  |  |
| Address |  |
|  |  |
| Email Address |  |
| Telephone No |  |

**We will contact you within the next four weeks to verify this reference.**

Thank you for your co-operation, your comments will be most useful in assisting us to reach a decision on this appointment.