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REFERENCE THE INDIVIDUAL CONCERNED WILL NOT BE ABLE TO COMMENCE WORK AND MAY LEAD TO THEIR OFFER OF EMPLOYMENT BEING WITHDRAWN.****THANK YOU** |

**SELF EMPLOYMENT 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. Are you related to the applicant? \* (see footnote). Please state **Yes** or **No**: ..………..….

2. Do you reside at the same address as the applicant? Please state **Yes** or **No**: ……

**If you have answered yes to questions 1 and/or 2 do not proceed but please contact the person signing the covering letter.**

**DETAILS OF EMPLOYMENT:**

1. Please would you confirm that the applicant was employed in a bona fide business and that you acted as an Accountant on their behalf?

 ……………………………………………………………………………………………….

4. Please give exact dates:

 **From:** ........./........../........ **To:**  ....../.........../.......

 *Day/Month/Year Day/Month/Year*

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

………………………………………………………………………………………………..

 ………………………………………………………………………………………………..

\* The following must not provide references on behalf of an ID Pass applicant: blood relatives, current or ex relatives by marriage, relatives by adoption - including cousins, current or ex partners and their relatives, persons living at the same address, current employees of the ID Pass Sponsoring Company or individuals under the age of 16 years.

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

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

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Email: …………………………… …………. Telephone No ………………….……….

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

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

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

**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.**