**EMPLOYMENT REFERENCE**

Requested by: ………………………………………

Applicants Name: ……………………………………………………………………………………………………

Also known as: ………………………………………........................................................................................

D.O.B. ………………………………………… NI Number:………………………………………………...

**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

From: ……/……./……. To: ……/……./…….

 Day/Month/Year Day/Month/Year

From: ……/……./……. To: ……/……./…….

 Day/Month/Year Day/Month/Year

2. Please confirm employment type: FULL TIME PART TIME ZERO HOURS CONTRACT

 (Q4 Must be answered)

1. Please provide number of hours worked per week? ............................................................................
2. Please list any periods of non placement in excess of 28 days during the period of emplyment with your company on 0 hour contract. 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.

 From: ……/……./……. To: ……/……./…….

 Day/Month/Year Day/Month/Year

From: ……/……./……. To: ……/……./…….

 Day/Month/Year Day/Month/Year

From: ……/……./……. To: ……/……./…….

 Day/Month/Year Day/Month/Year

5. Please provide details of position/s held: ……………………………………………………………………

6. If based outside of the UK please state where: .......................................................................................

 Please provide dates: From: ……/……./……. To: ……/……./…….

 Day/Month/Year Day/Month/Year

7. Reason for leaving? …………………………………………………………………………………………........

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

9. If you answered ‘no’, please state the reason or reason/s: ……………………………………………………………………………………………………………………………

10. 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 identity pass allowing them access to sensitive areas of London City Airport?

Please state **Yes** or **No.**  ………………….. If you answered ‘Yes’ please provide the reason/s:

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

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

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

**If you are going to be unavailable for contact any time during the next 6 weeks, please enter those dates below.**

**Dates when unavailable: From ……………… To ………………………………**

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

**Address: ……………………………………………………………………………………………**

**……………………………………………………………………………………………………….**

**…………………………………………………………………………………………………….....**

**Email: ………………………......………… Work Telephone No: ……………...….…..**

**Print name: ………………………………… Signature ………………………………….**

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

**Company Stamp: (if unavailable, please attach company compliment slip**