Employment Agency 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 provide the exact dates that this applicant was employed by your agency:

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

 Day Month Year Day Month Year

2. Please confirm the number of hours worked per week:

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

3. If employment was not based in the UK, please confirm where:

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

4. 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 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

5. Please provide details of position/s held:

 …………………………………………………………………………………………….

6. Reason for leaving agency:

 ……………………………………………………………………………………………

7. Would you find further work for the applicant? Please state **Yes** or **No:** If you answered “No” please state the reason/s:

 …………………………………………………………………………………………….

8. 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 reason/s:

 ……………………………………………………………………………………………

9. Please provide any additional 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.**

**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)**