

<<<<Company Headed Paper>>>>

Strictly Private and Confidential

Name
Address

[DATE]

Dear Sir (it's recommended that a name is used as the addressee)

Re [Name] : **NI Number:** **Date of Birth:**

The above named has applied to [SPONSORING COMPANY NAME] for the position of [POSITION] and has given us permission to contact you for a reference. He/she has advised us that he/she was employed with your company from [DATE] to [DATE]

I would therefore be grateful if you would complete the attached questionnaire and return it to me as soon as possible. This information will be required to secure an identity pass and information will be shared with Gatwick Airport and possibly with the control authorities.

Would you please authenticate your reply by using your company stamp in the space provided, or by attaching a compliment slip/headed paper. If this request has been sent by email it is acknowledged that no company stamp/compliment slip/letter headed paper will be available. To ensure compliance with Gatwick Airport policy, the email history chain must be kept intact.

Please return this page along with the reference.

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.

You may be contacted by the Gatwick Airport Security Team to verify this reference.

We may not be able to offer employment unless this reference is returned and verified, therefore an early reply would be appreciated.

May I thank you in anticipation of your co-operation in this matter and assure you that your reply will be treated in the strictest confidence.

Yours faithfully (sincerely if name is used as addressee)

Name
Position in Company

EMPLOYMENT REFERENCE

Requested by:

Applicants Name: Also known as:

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

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1. Please confirm the specific dates when the applicant was employed by your company:

From: ___/___/___ **To:** ___/___/___
 Day/Month/Year Day/Month/Year

2. Please confirm the type of employment: **FULL-TIME** **PART-TIME** **ZERO HOURS CONTRACT**

If employment was on a PART-TIME BASIS or ZERO HOURS CONTRACT please confirm the number of hours worked per week? _____

3. Please provide details of position/s held: _____

4. If based outside the UK please state where: _____

5. Reason for leaving: _____

6. Would you re-employ the applicant **Yes** **No**

7. If you ticked '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 pass allowing them access to sensitive areas of Gatwick airport? **Yes** **No**

If you ticked 'Yes' please provide reason/s. _____

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

=====

Signature: _____ Date: _____

Print Name: _____ Position: _____

Company Name: _____ Company Stamp (If unavailable, please attach a compliment slip)

Address: _____ Telephone Number: _____

Email Address: _____