

<<<<Company Headed Paper>>>>

Strictly Private and Confidential

Name
Address

[DATE]

Dear Sir

Re [Name] : **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 a volunteer with your organisation 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 London City Airport and possibly with the control authorities.

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 London City 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 in anticipation for your cooperation in this matter. I assure you that your reply will be treated in the strictest confidence.

Yours faithfully

Name:
Position in Company

VOLUNTARY SECTOR 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 helping at, or affiliated to, your organisation:

From:/...../.....
Day/Month/Year

To:/...../.....
Day/Month/Year

2. Please provide details of how the applicant helped or carried out duties for your organisation:

.....

3. Would you welcome the person back? Please state **Yes** or **No**:

If you answered "no", please tell us why:

.....

4. 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 ID Pass allowing them access to sensitive areas of London City Airport? Please state **Yes** or **No**:

.....

If you answered '**Yes**' please provide the reason or reasons:

.....

.....

5. Please provide any other information that we should be aware of to assess this application properly:

.....

Company/organisation name.....

Address:

.....

.....

Email: Fax:

Work telephone number Mobile telephone number:

Print name: Signature

Occupation: Date:

Registered Charity Number (if applicable)

If you are going to be unavailable for contact any time during the next 6 weeks please enter those dates below or on a separate piece of paper. Thank you for your cooperation. Your comments will be most useful in assisting us to reach a decision on this appointment.

Dates when unavailable: From To

Thank you for your cooperation. The information you have provided will be helpful in validating the candidate's application.