

<<<<Company Headed Paper>>>>

Strictly Private and Confidential

Name (apply to Records Office, not the Tutor).

Address

[DATE]

Dear Sir

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

Course Title: (if applicable to College or University)

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 attended your establishment between [DATE] and [DATE].

He/she has applied for employment at an airport in the UK and this means that an Airport Security ID Pass must be issued.

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.

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 London City 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.

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 London City Airport policy therefore, the email history chain must be kept intact.

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

Yours faithfully

Name

Position in Company

EDUCATION REFERENCE
AND/OR VERIFICATION OF PROFESSIONAL QUALIFICATIONS

Requested by:

Applicants Name: Also known as:

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

You are respectfully advised that, under the Aviation Security Act, as amended by the Aviation and Maritime Security Act 1990, it is an offence to knowingly give false information either for the purpose of, or in connection with, an application for an Airport ID Pass.

Location:

Courses Attended:

.....

Final Examination Results:

Please confirm the duration of the course/courses of study:

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

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 reason/s:

.....

.....

Company/organisation name.....

Address:

.....

.....

Email: Telephone No:

Print name: Signature

Occupation: Date:

Company Stamp: (if unavailable, please attach compliment slip)

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