

<<<<Company Headed Paper>>>>

Strictly Private and Confidential

Name
Address

[DATE]

Dear Sir

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 provided your name as the **[Accountant/Solicitor/Inland Revenue Official]** acting on his/her behalf during a period when they were self-employed for the period from **[DATE]** to **[DATE]**. The employment is at an airport in the UK and this means that an Airport Security ID Pass must be issued. The applicant has given permission for us to approach you for a reference.

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.

You may be contacted by 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 of your cooperation 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:

SELF-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.

Please confirm that the applicant was self-employed in a genuine and registered business and that you acted as the candidate's **[Accountant/Solicitor/Inland Revenue Official]** on their behalf:

1. What is or was the nature of the self-employment?

.....

2. Please confirm the exact dates of the self-employment.

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

3. To the best of your knowledge, is there anything known about this person 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 London City Airport?

Please state **Yes** or **No**:

If you answered 'Yes' please state the reason/s:

.....
.....

4. Please give 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 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**

Company/organisation name.....

Company/organisation address.....

.....

Email: **Work Telephone No:**

Print name: **Signature**

Occupation: **Date:**

Company stamp: (if unavailable, please attach company compliment slip)