

<<<<Company Headed Paper>>>>

Strictly Private and Confidential

EMPLOYMENT REFERENCE

Name

Address

[DATE]

Dear **Name**

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 ____/____/____ to ____/____/____.

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 Luton 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 Luton Airport policy, the email history chain must be kept intact.

Please return this page along with the reference.

You may be contacted by the London Luton 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

Name_____

Position in Company_____

EMPLOYMENT REFERENCE

Applicants Details	
Requested by	
Applicants Name	
Also known as	
D.O.B	
NI Number	

Please confirm the specific dates when the applicant was employed by your company	
From: ____/____/____ Day month year	
To: ____/____/____ Day month year	
Are you related to the applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you co-habit with the applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
In what capacity was the applicant employed? (more than 20 hours per week)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was the employment on a full time basis?	
Was the employment on a contractual basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If employment was contractual, how regularly did the applicant work?	
Would you re-employ the applicant? (if no please give details)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving?	

In order to obtain an unbiased reference it is necessary to ask the following questions.

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 Luton Airport?

❖ Please state **Yes** or **No**. _____.

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

If a company stamp is being used, please stamp in the box below.

<p style="text-align: center;">Company Stamp</p>

If a covering letter is being submitted, please ensure that it is on company headed paper, and attach it to the back of the reference

Referee Details	
Company/Organisation name	
Address	
Email	
Telephone Number	
Fax Number	
Mobile Number	
Print Name	
Occupation	
Signature:	
Date:	