To be completed by the Authorised Signatory of the Organisation applying for the Security ID card

|  |
| --- |
| **Applicants Details** |
| **Name** | \_ |
|  |
| **Date of Birth** | \_ |
|  |
| **National Insurance. N°** | \_ |
|  |
| **Organisation (Accountant / Business etc)** | \_ |
|  |
| **Position** | \_ |
|  |
| **Period Start date** | \_ |
|  |
| **Period End date** | \_ |
|  |
| **Type / Nature of Work Carried out.** | \_ |
|  |
| **Average hours per week** | Average hours per week \_ |
|  |
| **Further Details** | Has there been any substantial periods of absence between the start date & End dates above? *(Periods of greater than 28 days).* [ ]  Yes [ ]  No |
|  | Reason for leaving \_ |
|  | Was a Security ID card issued at a UK Airport on while working Self Employed. *(If Yes, please include the airport in the details section).* [ ]  Yes [ ]  No |
|  |
| **Any Other Details** | \_ |
|  |

**To be completed by the Referee**

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| We are requesting that you could provide on behalf of your or your organisation behalf confirmation of the statements made by the applicant named above who has stated that they were Self Employed and that you are in a position to provide confirmation either as their Accountant or somebody they provided services to..The applicant provided the details above in conjunction with a 'Security Background Check' that is completed as part of the requirements to apply for a Security ID card that gives access into the Critical Part of the Security Restricted Area at a UK Airport. You are respectfully notified that under Section 21B Subsection (1) of the Aviation and Maritime Security Act 1990, It is an offence to:- give false information either for the purpose of or in connection with an application for an identity document. Offenders may be prosecuted and fined. |
| Please Confirm Details | Please indicate the appropriate answer.[ ]  Yes the details are accurate.[ ]  No I cannot confirm the details.[ ]  I can confirm the details with the amendments detailed below.. |
|  |
| Amended Start date | \_ |
|  |
| Amended End date | \_ |
|  |
| Amended details or any relevant notes | \_ |
|  |
| To the best of your knowledge can you confirm that you believe the applicant to be honest, trustworthy & of good character? | [ ]  Yes [ ]  No [ ]  Unable to answer due to company policies. |
|  |
| Are you related to the applicant or co-habit with the applicant? | [ ]  Yes [ ]  No  |
|  |

|  |  |
| --- | --- |
| Name of Referee | \_ |
|  |
| Position | \_ |
|  |
| Organisation | \_ |
|  |
| Phone N° | \_ |
|  |
| Email Address | \_ |
|  |
| Date | \_ | Signature |  |
|  |
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| Guidance Notes |
| General Notes* Form Ref 2, is an pro-forma for the use of confirming employment during specific periods in a Security ID card applicants employment history, where they have claimed to be self employed. It should be accompanied by a covering letter by the Organisation that is applying for the Security ID card to the organisation that have been provided by the applicant.
	+ To be completed in Black or Dark coloured ink only.
	+ No corrections or alterations will be accepted.
* If there is not enough space, or you require to explain any point in further details, please continue on additional sheets as required.

Applicants Details* This section should be completed by the company that is applying for the Security ID card, from the information provided by the individual at the Security Interview.

Referee Section* Please indicate whether you agree with the statement the applicant has made, disagree or if you agree in general but have minor discrepancies, please amend the date and details as required.
* Generally a reference should be from an independent source, from somebody who does not have a vested interest in the applicant passing the background clearance. We are aware this is not always possible and the reference could still be of use as it helps to build a picture of the period and could be used in conjunction with additional references.

 Thank you for your time. |