



HOTEL · GOLF · RESTAURANT

APPLICATION FOR  
EMPLOYMENT

Morley Hayes is one of Derbyshire's leading Golf Complexes; 4 star hotel, award winning dovecote restaurant, championship, international standard golf course all situated in breathtaking scenery.

We are determined to maintain and develop Morley Hayes as one of the foremost names in the county in both Golf and exclusive catering experiences. To do this we recruit high quality, enthusiastic staff and reward them with opportunity for in house advancement, competitive salary and benefits.

If you are interested in working in a stimulating environment and sharing in the considerable success of Morley Hayes, then please complete sections 1 – 7 of this form. Please write carefully and accurately using black ink.

Thank you for the interest you have shown in Morley Hayes and for your time in completing this form.

# I. POSITION REQUIRED

	PLEASE TICK THE HOURS THAT YOU ARE WILLING TO WORK:					
	FULL TIME	<input type="checkbox"/>	PART TIME AM ONLY	<input type="checkbox"/>	PART TIME PM ONLY	<input type="checkbox"/>
	PART TIME ANY	<input type="checkbox"/>	SHIFT WORK	<input type="checkbox"/>	ANY	<input type="checkbox"/>

# 2. PERSONAL DETAILS

TITLE <small>(Mr/Mrs/Ms/Miss)</small>	SURNAMES	FORENAMES	DATE OF BIRTH <small>(If under 18)</small>
HOME ADDRESS:  POSTCODE:  TELEPHONE NUMBER: <small>(including code)</small>		PERSON TO BE CONTACTED IN EVENT OF AN EMERGENCY:  NAME: RELATIONSHIP: ADDRESS:	
HOW MANY DAYS HAVE YOU BEEN ABSENT FROM WORK/SCHOOL/COLLEGE DUE TO ILLNESS IN THE LAST THREE YEARS?		TELEPHONE NUMBER: <small>(including code)</small>	(HOME) (WORK)
HAVE YOU HAD A SERIOUS OPERATION OR ILLNESS IN THE LAST 10 YEARS (If "Yes" please provide details)		SHOULD MY APPLICATION BE SUCCESSFUL I WILL BE ABLE TO PROVIDE PROOF OF MY ELIGIBILITY TO WORK IN THE UK IN ACCORDANCE WITH CURRENT EMPLOYMENT LEGISLATION?  YES/NO*	
YES/NO*		HAVE YOU BEEN CONVICTED OF A CRIMINAL OFFENCE OR HAVE YOU ANY CHARGES OUTSTANDING? <small>(If "Yes" please provide details)</small>  (Convictions defined as "spent" under the Rehabilitation of Offenders Act should not be mentioned)	
WHERE DID YOU LEARN ABOUT THIS VACANCY?		HAVE YOU BEEN PREVIOUSLY EMPLOYED BY THIS COMPANY? <small>(If "Yes" please provide details)</small>	
EMPLOYMENT AGENCY	<input type="checkbox"/>	FRIEND/RELATIVE IN THE COMPANY	<input type="checkbox"/>
PRESS ADVERTISEMENT <small>(Please specify newspaper)</small>	<input type="checkbox"/>	OTHER <small>(Please specify)</small>	<input type="checkbox"/>
IF A MEMBER OF STAFF INTRODUCED YOU TO THE COMPANY PLEASE STATE THEIR NAME:		HAVE YOU BEEN REFUSED EMPLOYMENT BY THIS COMPANY? <small>(If "Yes" please provide details)</small>	
		YES/NO*	
		ARE ANY OF YOUR RELATIVES EMPLOYED BY MORLEY HAYES? <small>(If "Yes" please provide details of the name)</small>	
		YES/NO*	

PLEASE TICK IF YOU HAVE ANY OF THE FOLLOWING:

FULL DRIVING LICENCE	<input type="checkbox"/>	NO. OF ENDORSEMENTS/POINTS.....	FOOD SAFETY CERTIFICATE	<input type="checkbox"/>	FIRST AID CERTIFICATE	<input type="checkbox"/>
----------------------	--------------------------	---------------------------------	-------------------------	--------------------------	-----------------------	--------------------------

# 3. HOBBIES AND INTEREST

WHAT INTEREST DO YOU HAVE? (Including details of any voluntary work. Continue on a separate sheet if necessary)

\*PLEASE DELETE AS APPROPRIATE

## 4. EDUCATION AND TRAINING

DATES		SCHOOLS/COLLEGES ATTENDED Name and Address	SUBJECTS STUDIED & LEVEL (e.g. O/GCSE/A)	GRADE
From	To			

EMPLOYERS TRAINING COURSES ATTENDED (With dates)

## 5. EMPLOYMENT HISTORY

GIVE DETAILS OF CURRENT AND PREVIOUS EMPLOYMENT STARTING WITH THE MOST RECENT

(Continue on a separate sheet of paper if necessary)

DATE		NAME AND FULL ADDRESS OF COMPANY	POSITION HELD/MAIN DUTIES	REASON FOR LEAVING
From	To			
		Contact reference:		Current pay:
		Contact reference:		
		Contact reference:		
		Contact reference:		

## 6. EQUAL OPPORTUNITIES

MORLEY HAYES IS COMMITTED TO A POLICY OF EQUAL OPPORTUNITY FOR EMPLOYMENT AND ADVANCEMENT IRRESPECTIVE OF A PERSON'S AGE, SEX, MARITAL STATUS, CREED, COLOUR, RACE, ETHNIC ORIGIN, DISABILITY OR SEXUAL ORIENTATION. TO HELP US MONITOR THIS POLICY IN RESPECT OF ETHNIC ORIGIN PLEASE COMPLETE THIS SECTION (Please tick appropriate box)

I WOULD DESCRIBE MY ETHNIC ORIGIN AS:

AFRICAN	<input type="checkbox"/>	ASIAN	<input type="checkbox"/>	ASIAN/ORIENTAL	<input type="checkbox"/>	CARIBBEAN	<input type="checkbox"/>
EUROPEAN	<input type="checkbox"/>	UK/IRISH	<input type="checkbox"/>	UNKNOWN	<input type="checkbox"/>	OTHER (Please specify)	<input type="checkbox"/>

# 7. DECLARATION

I CERTIFY THAT THE INFORMATION GIVEN IS THE BEST TO MY KNOWLEDGE, COMPLETE AND ACCURATE AND I UNDERSTAND THAT IF ANY STATEMENT IS SUBSEQUENTLY FOUND TO BE FALSE OR MISLEADING MY EMPLOYMENT MAY BE TERMINATED.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

It is company policy to take up employment and personal references on all staff covering that past 5 years and any offer of employment is subject to the satisfactory completion of this process. Company addresses and reference contacts must be provided covering at least 5 years. Please provide any further information you feel is relevant to your application for employment on a separate sheet.

## FOR COMPANY USE ONLY

INTERVIEWERS COMMENTS:

## FOR COMPANY USE ONLY

TO BE COMPLETED BY AUTHORISED STAFF, FOLLOWING AN OFFER OF EMPLOYMENT

UNIFORM ISSUED DATE	SIGNED	UNIFORM RETURNED DATE	SIGNED
STAFF SIGNATURE:	TITLE:	DATE:	