



Hatching Dragons Job Description



APPLICATION FORM

INTRODUCTION

Hatching Dragons is the UK's first bilingual Mandarin-English day nursery provision that aims to foster fluency in both languages by five. As

such, we are committed to doing the early years differently and so are looking for candidates who think differently and want to do things differently. The emphasis is on our children:

- What can we do, pedagogically, that can make their time with us as imaginative, creative and enjoyable as possible, touching on the rich cultural legacies of both China and the UK?
- What can we do, operationally, to maximise our interactions with them and minimise paperwork? What technology is out there that can streamline our work and offer maximum value to parents?

We're looking for candidates who match this ambition and have the global experience and interest to ensure that our children are brought up by practitioners who have the attitudes we aspire for our children to share.

SAFEGUARDING...

Hatching Dragons employs rigorous vetting procedures to recruitment processes to ensure that we only accept the most qualified and eligible candidates to care for our children. Safeguarding is of the utmost priority for us – candidates should note that they will be asked to disclose any prior convictions. Whilst these alone might not bar you in themselves (please see guidance here) for full list of disqualification criteria, failure to disclose what is then highlighted by Disclosure and Barring Service and localised Police checks on your background will result in:

- Automatic dismissal without prejudice to Hatching Dragons Ltd
- Automatic referral to the authorities that you have applied for a role in childcare

Please also be aware that, in the UK, you can be disqualified by association should your partner, co-habiting tenant or friend, be disqualified from childcare for past infractions and convictions. You will be asked to sign an annual declaration as part of our on-boarding process to declare that you do not live with anyone who is disqualified and will be subject to regular on-going checks to ensure that this is the case. For full details on our Child Protection Policy, please see our website's policy section before proceeding as you will be tested on your knowledge of it at interview.

PRIVACY & EQUALITY

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK

We are a committed Equal Opportunities Employer. All decisions on recruitment are based solely on the merits and abilities of each applicant regardless of gender, age, marital status, sexual orientation, religion, colour, race, ethnic origin or disability.

INSTRUCTIONS

Please complete clearly in block capitals


Read carefully the job description and person specification, should one be provided upon point of application

Extended commentary Pages are offered at the rear of the application form should they be required.

Please also, as part of your application, forward digital copies of:

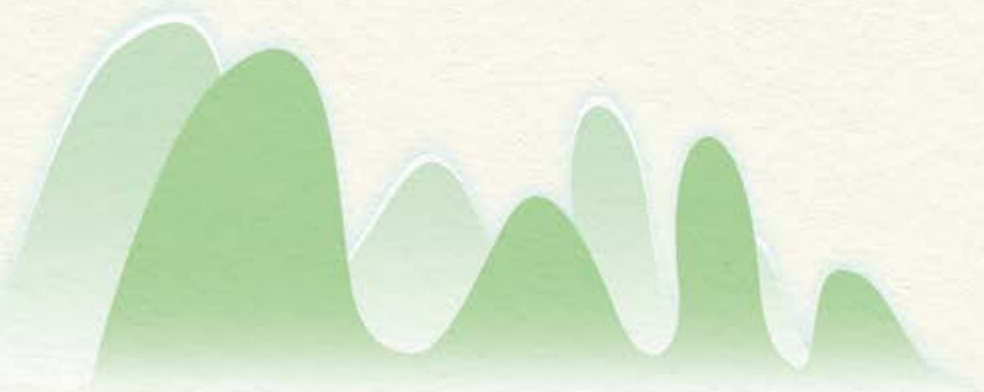
1. 2 X Proof of Residence - official documents to your listed primary residence no older than 3 months
2. 2 X Proof of I.D - passport, visa, residence permit, birth certificate, driving license
3. 2 X contact details for professional references. Direct Line Managers only
4. Current visa status and supporting documentation
5. Copies of all qualifications and training certificates pertinent to this application

All applications must be sent to talent@hatching-dragons.com. Call 020 3912 2900 for more information

JOB APPLYING FOR	CURRENT EMPLOYER	CURRENT POSITION
CURRENT QUALIFICATION LEVEL	SALARY EXPECTATION	NOTICE PERIOD
FULL NAME	DATE OF BIRTH	NATIONAL INSURANCE
PREVIOUS NAMES		
	<p>It is an offence to withhold information pertaining to your identity or previous identity as part of this process. Please ensure you provide your maiden name, if married, or any changes to your first or last names since birth here, along with dates of any changes and send copies of verification documents (e.g. scanned copies of deed-poll changes; marriage certificates etc) to the recruitment team on talent@hatching-dragons.com</p>	
TELEPHONE	MOBILE	EMAIL
SOCIAL MEDIA		
FACEBOOK	LINKEDIN	TWITTER
ADDRESSES OVER LAST 5 YEARS		
VISA STATUS		
<p>In order to comply with the Asylum and Immigration Act (1996), please state whether or not you have been a permanent UK resident for the last three years? (If not, please give date of entry into UK in DD/MM/YY format). Please also ensure you email a scanned copy of your current visa certificate to talent@hatching-dragons.com</p>		<p>Yes No</p>

PERSONAL STATEMENT & COVER LETTER

Please use the space below to explain your reasons for wanting this particular job and why you think you have something special to offer through your knowledge, skills and experience. Please demonstrate clearly how you meet the requirements of the job description and person specification. Please also give us details of any of your major achievements. These can be through paid/voluntary work or activities outside of work that you are particularly proud of.



EMPLOYMENT HISTORY		
EMPLOYER 1	EMPLOYER 2	EMPLOYER 3
DATES OF EMPLOYMENT		
YOUR ROLE / TITLE		
YOUR RESPONSIBILITIES		
<i>Major duties, responsibilities, key achievements and teams you may have managed / worked with (please give a brief description):</i>		
REASONS FOR LEAVING		
YOUR PAY		
NAME OF DIRECT LINE MANAGERS		
CONTACT DETAILS - EMAIL & PHONE - REFERENCING		

EMPLOYMENT HISTORY

EMPLOYER 4

EMPLOYER 5

EMPLOYER 6

DATES OF EMPLOYMENT

YOUR ROLE / TITLE

YOUR RESPONSIBILITIES

Major duties, responsibilities, key achievements and teams you may have managed / worked with (please give a brief description):

GAPS IN EMPLOYMENT HISTORY

Please give details and an explanation of any gaps in your employment history (Please include periods of unemployment, career breaks etc):

QUALIFICATIONS & TRAINING

SCHOOL / COLLEGE OR TRAINING PROVIDER

NAME OF COURSE / QUALIFICATION OBTAINED (ALONG WITH NQF GRADING)

DATES ATTENDED

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DATES ATTENDED

DECLARATION

I confirm to the best of my knowledge and belief that the information given on this form is correct. I understand that any offer of work will be subject to two satisfactory references, medical assessment and criminal record checks (enhanced DBS). Any misleading statement or deliberate omission may disqualify my application and lead to instant dismissal from Hatching Dragons.

I consent to the necessary enquiries and checks being undertaken by the Setting in order to confirm that the information included in this application form is correct, to verify the authenticity of my qualifications and to ascertain whether I have any relevant criminal record which may make me unsuitable for the post applied for.

I understand that if I am successful in my application, any information contained in this form together with any obtained in relation to it, will be retained by the Setting during the course of my employment and for a reasonable time after this ends (Data Protection Act 1998).

I confirm I have no objections to the setting making an application to the Disclosure Baring Service for information about any previous criminal record, which I may or may not have and I confirm that I will sign the necessary application form giving an authority to make this search (Police Act 1997) and prior to this self-disclose any convictions on the relevant self disclosure form. If I am selected for interview, I will provide proof of identification to fulfill the requirements of the Disclosure Baring Service, criminal records check.

I declare that I am not disqualified from working with children and/or vulnerable adults (Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and the Care Standards Act 2000 and the Safeguarding and vulnerable Groups Act 2006). All applicants, please sign (please note that if you are completing this application electronically, you will be asked to sign the form if you are invited to interview)

SIGNATURE

DATE:

EQUAL OPPORTUNITIES

HOW DO YOU IDENTIFY?

White English/Welsh/Scottish/
Northern Irish/ British
White Irish
Gypsy/Irish Traveller
Any other white background - please
specify
White and Black Caribbean
White and Black African
White and Asian

British Asian
Indian
Pakistani
Bangladeshi
Chinese
Any other mixed ethnic background
- please specify
Arab

LEARNING DIFFICULTIES

Do you consider yourself to have any additional requirements arising from a learning difficulty and/or disability, or difficulty with reading and/or writing?

Physical Disability
Specific Learning Difficulty such as
dyslexia
Visual impairment
Mental Health Problem
Hearing Impairment

Learning Difficulty
Writing
Reading
Spelling
Maths

HEALTH DECLARATION

Have you suffered any serious illness, accident or attended hospital for treatment in the last 5 years? Yes No

If yes, please give details below:



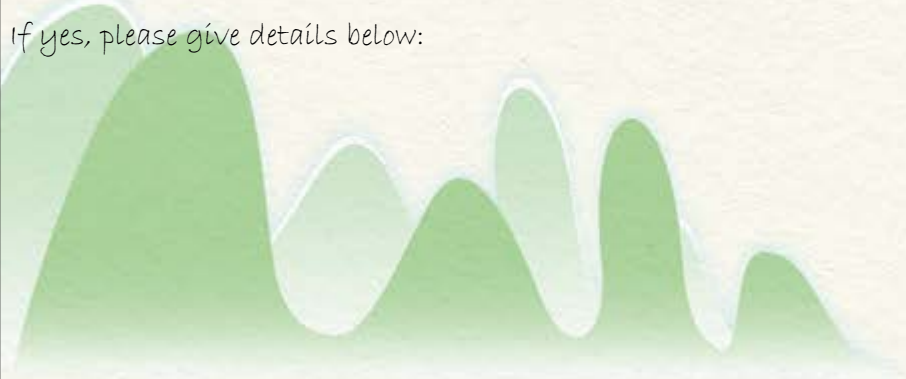
Are you aware of any medical problems that would preclude you from fulfilling the duties expected in this role? Yes No

If yes, please give details below:

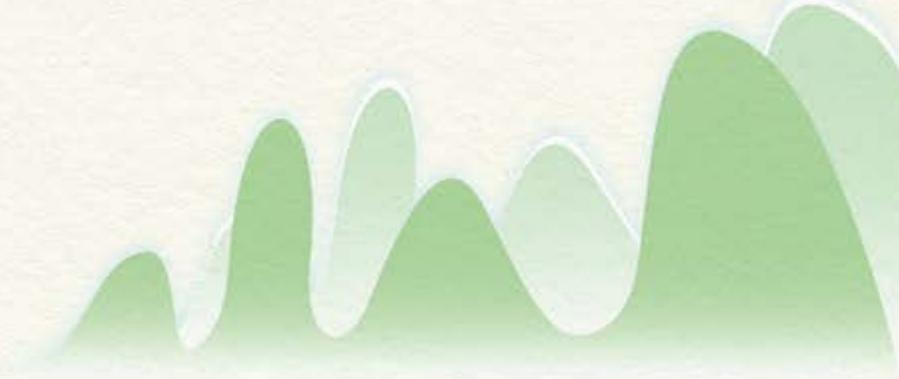


Do you suffer from any mental illness or have you ever been diagnosed with or taken time off for anxiety, depression, stress or any mental related illness? Yes No

If yes, please give details below:



How many days sick did you take at your previous job?



SIGNATURE

DATE: