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| **Ffurflen Gais *Application Form***  **Mae’r cymdeithas yn croesawu ceisiadau yn Gymraeg neu Saesneg.**  **The Society welcomes applications in either Welsh or English.**  **Am swydd/*For the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  **Ymhle welsoch chi hysbyseb am y swydd hon/ *Where did you see this position advertised?***  ­­­­­­­­­­­­­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |  |
| Teitl *Title* | Enw(au) cyntaf *Forename(s)* | | Cyfenw *Surname* | |
| Cyfeiriad preifat *Private address* | | Cyfeiriad ar gyfer gohebiaeth (os yw’n wahanol)  *Address for correspondence (if different)* | | |
| Rhif Ffôn Symudol *Mobile Telephone No.* | | Rhif Ffôn Cartref *Home Telephone No.* | | |
| Rhif Ffôn Gwaith *Work Telephone No.* | | Ebost *Email* | | |
| Ydy hi’n bosibl i ni gysylltu â chi yn y gwaith?  *Can we contact you at work?* | | Ydy / Y*es* ⃞ Nac ydy / *No* ⃞ | | |

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| Oes unrhyw gyfyngiadau mewn perthynas â’ch cyflogaeth, e.e. oes angen trwydded waith arnoch chi?  *Are there any restrictions regarding your employment,*  *e.g. do you require a work permit?* | Oes/Yes ⃞ Nac oes/No ⃞  Manylion *Details* |

**ADDYSG A CHYMWYSTERAU *EDUCATION & QUALIFICATIONS***

|  |  |  |
| --- | --- | --- |
| **Addysg Uwchradd *Secondary Education*** | | |
| Ysgol(ion) Uwchradd a Fynychwyd  *Secondary School(s) Attended* | Cymwysterau *Qualifications* | Pynciau  *Subjects* |

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| **Addysg Bellach ac Uwch *Further and Higher Education*** | | | | |
| Prifysgol neu Goleg  *University or College* | Prif Bwnc  *Main Subject* | Pwnc Atodol  (os o gwbl)  *Subsidiary Subject*  *(if any)* | Gradd/  Cymhwyster  Arall  *Degree/Other*  *Qualification* | Dosbarth  Anrhydedd  *Class of Honours* |
| Cyrsiau proffesiynol/hyfforddiant *Professional courses/training attended* | | | | |

**AELODAETH CYRFF PROFFESIYNOL *MEMBERSHIP OF PROFESSIONAL ORGANISATIONS***

|  |  |
| --- | --- |
| Enw’r Corff *Name of Organisation* | Math o Aelodaeth *Membership Type* |

**DIDDORDEBAU CYMWYS *RELEVANT INTERESTS***

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**CYFLOGAETH BRESENNOL NEU DDIWEDDARAF *CURRENT OR MOST RECENT EMPLOYMENT***

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| --- | --- |
| Swydd bresennol neu ddiweddaraf  *Current or most recent position* | Dyddiad eich penodi *Date appointed* |
| Enw a chyfeiriad y cyflogwr  *Name and address of employer* | Dyddiad gadael (os yw’n gymwys)  *Date of leaving (if applicable)* |
| Rheswm dros adael *Reason for leaving* |
| Graddfa gyflog (os yw’n gymwys)  *Salary scale (if applicable)* | Cyflog presennol (os ydych yn dal mewn cyflogaeth) *Present salary (if still employed)* |
| Maint y rhybudd sy’n ofynnol (os ydych yn dal mewn cyflogaeth)  *Length of notice required (if still employed)* | |
| Braslun o’ch dyletswyddau *Outline of duties* | |

**CYFLOGAETH FLAENOROL *PREVIOUS EMPLOYMENT***

(rhestrwch y gwaith a wnaethoch yn flaenorol mewn trefn gronolegol)

*(in chronological order, list the work you have done previously)*

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| --- | --- | --- | --- |
| Enw a chyfeiriad y cyflogwr  *Name and address of employer* | Swydd a ddaliwyd ac amlinelliad o’r dyletswyddau  *Position held and outline of duties* | Dyddiadau o / i  *Dates from / to* | Rheswm dros adael  *Reason for*  *leaving* |

**DATGANIAD CEFNOGOL**

Nodwch yn glir sut mae eich sgiliau a'ch profiad yn bodloni pob un o ofynion hanfodol y Fanyleb Person, yn ogystal â’r priodoleddau dymunol lle bo modd. Bydd yr wybodaeth a roddwch yn cael ei defnyddio fel sail ar gyfer llunio rhestr fer. Dylech roi manylion y sgiliau, y medrau a’r wybodaeth berthnasol sydd gennych a fydd yn caniatáu i chi gyflawni’r swydd yn effeithiol. Mae’n bosibl eich bod wedi ennill y rhain mewn nifer o agweddau o’ch bywyd, megis profiad gwaith (cyflogedig neu wirfoddol) addysg, hyfforddiant, neu ddiddordebau, cyhyd â’ch bod yn canolbwyntio ar eu perthnasedd i ofynion y swydd.

## SUPPORTING STATEMENT

*Please state clearly how your skills and experience meet each of the essential requirements of the Person Specification, as well as desirable attributes where possible. The information you provide will be used as the basis for shortlisting. You should provide details of relevant skills, abilities and knowledge that you have which will enable you to carry out the job effectively. These may have been gained from any aspect of your life, such as work experience (paid or unpaid), education, training, or hobbies and interests, providing you focus on their relevance to the requirements of the job.*

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**CANOLWYR *REFERENCES***

Dylid enwi ddau ganolwr, dylai o leiaf un allu rhoi barn ar eich gallu proffesiynol. Yr arfer yw cysylltu â phob canolwr cyn y cyfweliad. Os nad ydych yn dymuno i ni gysylltu ag un neu ragor o'ch canolwyr cyn cynnig y swydd i chi, rhaid i chi nodi hyn yn erbyn enw'r canolwr priodol.

*Two referees should be named, at least one being able to give an opinion on your professional ability. The Society may wish to contact referees prior to interview. If you do not wish one or more of your referees to be contacted prior to a job offer being made, you must indicate this against the appropriate referee.*

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| Enw/N*ame*  Canolwr Proffesiynol / Cymeriad (dilëer fel y bo’n gymwys)  *Professional / Character referee (delete as applicable)*  Gwybodaeth o’r ymgeisydd *Knowledge of candidate* | Ebost/*Email* |
| Cyfeiriad /*Address* |
| Ydych chi’n cytuno i ni gysylltu â’r canolwr hwn cyn y cyfweliad?  *Can we contact this referee prior to interview?* | Ydw/Yes ⃞ Nac ydw/No ⃞ |
| Enw/*Name*  Canolwr Proffesiynol / Cymeriad (dilëer fel y bo’n gymwys)  *Professional / Character referee (delete as applicable)*  Gwybodaeth o’r ymgeisydd *Knowledge of candidate* | Ebost/*Email* |
| Cyfeiriad/*Address* |
| Ydych chi’n cytuno i ni gysylltu â’r canolwr hwn cyn y cyfweliad?  *Can we contact this referee prior to interview?* | Ydw/Yes ⃞ Nac ydw/No ⃞ |

**CWESTIYNAU YCHWANEGOL *ADDITIONAL QUESTIONS***

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| Beth yw’r dyddiad cynharaf y gallwch gychwyn y swydd, os yn llwyddiannus?  *If successful, what is the earliest date that you could start the job?* |
| Os oes gennych anabledd, dywedwch wrthym am unrhyw addasiad yr hoffech i ni ei wneud i’ch cynorthwyo mewn cyfweliad.  *If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.* |

**EUOGFARNAU HEB EU DISBYDDU *UNSPENT CRIMINAL CONVICTIONS***

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| Nid yw’r swydd hon wedi’i heithrio o Ddeddf Adsefydlu Troseddwyr 1974. Gofynnwn i ymgeiswyr ddatgelu euogfarnau troseddol nad ydynt eto wedi’u disbyddu dan Ddeddf Adsefydlu Troseddwyr 1974 yn unig. Os oes gennych euogfarnau troseddol ond nad ydych yn siŵr a ydynt wedi’u disbyddu, cysylltwch â [Nacro](https://www.nacro.org.uk/) am ragor o wybodaeth.  Oes gennych chi unrhyw euogfarnau heb eu disbyddu?  *This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose criminal convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you have criminal convictions but are not sure whether they are spent, please contact* [*Nacro*](https://www.nacro.org.uk/) *for further advice.*  *Do you have any unspent convictions?*  Oes / *Yes* ⃞ Nac oes / *No* ⃞  Os oes, mae gennych ddau opsiwn o ran sut i ddatgelu eich cofnod troseddol.  **Opsiwn 1:** Nodwch fanylion eich cofnod troseddol yn y gofod isod.  *If you have answered yes, you now have two options on how to disclose your criminal record.*  ***Option 1:*** *Please provide details of your criminal record in the space below.*  **Opsiwn 2:** Gallwch ddatgelu eich cofnod ar wahân, cyhyd â’ch bod yn nodi croes ar y llinell isod ac yn atodi’r manylion mewn dogfen ar wahân. Dylid nodi CYFRINACHOL ar y ddogfen ynghyd â’ch enw a manylion y swydd.  Rwyf wedi atodi manylion fy euogfarn ar wahân **\_\_\_\_\_** (Nodwch gydag **X** os yw’n briodol.)  ***Option 2:*** *You can disclose your record under a separate cover, provided that you mark a cross on the line below and attach the details in a separate document. The document should be marked CONFIDENTIAL and state your name and the details of the post.*  *I have attached details of my conviction separately* ***\_\_\_\_\_*** *(Please mark with an* ***X*** *if appropriate.)* |

**GWYBODAETH ARALL *OTHER INFORMATION***

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| Nid yw’n ofynnol i chi lenwi’r adran hon os yw’r holl wybodaeth yr ydych yn dymuno ei chyflwyno wedi ei chynnwys eisoes.  *You are not obliged to fill in this section if all the information you wish to submit has been provided elsewhere.* |

**DATGAN BUDDIANNAU *DECLARATION OF INTEREST***

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| Gofynnir i chi ddatgan os ydych chi’n perthyn i unrhyw aelod o Gyngor neu staff y Gymdeithas, gan nodi eu henw a’u perthynas â chi.  *Please disclose if you are related to any member of the Society’s Council or staff, stating their name and their relationship to you.* |

**DATGANIAD *DECLARATION***

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| Yr wyf yn datgan bod yr wybodaeth yn y ffurflen hon hyd y gwn yn gywir. Yr wyf yn cytuno i ganiatáu i’r Gymdeithas. (Bydd peidio â rhoi caniatâd yn golygu na fydd yn bosibl mynd â’ch cais ymhellach.)  *I declare that the information contained in this form is to the best of my knowledge correct. I agree to allow the Society to process the personal data provided here for the purpose of this application.* *(Failure to give consent will mean it will not be possible to proceed with your application.)*  Llofnod *Signed....................................................................* Dyddiad *Date....................................* |

Dylech hefyd gwblhau’r Ffurflen Monitro Cyfle Cyfartal. Ni chaiff y ffurflen hon ei hystyried yn rhan o’r broses ymgeisio a chaiff ei thrin yn unol â’r Rheoliad Cyffredinol ar Ddiogelu Data (2018).

Ebostiwch eich cais a’ch Ffurflen Monitro Cyfle Cyfartal at **Amanda Kirk,** **Clerc a Rheolwr Datblygu (**[**akirk@lsw.wales.ac.uk**](mailto:akirk@lsw.wales.ac.uk)**)** erbyn y dyddiad cau a nodir yn y pecyn ymgeisio.

*Please also complete the Equal Opportunities Monitoring Form. This form will not be considered as part of the application process and will be treated in accordance with the General Data Protection Regulations (2018).*

*Please email your application and Equal Opportunities Monitoring Form to* ***Amanda Kirk,******Clerk and Development Manager******(***[***akirk@lsw.wales.ac.uk***](mailto:akirk@lsw.wales.ac.uk)***)*** *by the deadline stated in the application pack.*

Os nad oes gennych gyswllt ebost, gallwch bostio eich cais mewn amlen sydd wedi’i nodi â CYFRINACHOL i:

Amanda Kirk

Cymdeithas Ddysgedig Cymru

Cofrestrfa’r Brifysgol

Rhodfa’r Brenin Edward VII

Parc Cathays

Caerdydd

CF10 3NS

*If you do not have access to email, you may post your application in an envelope marked CONFIDENTIAL to:*

*Amanda Kirk*

*Learned Society of Wales*

*The University Registry*

*King Edward VII Avenue*

*Cathays Park*

*Cardiff*

*CF10 3NS*