**Application for Employment / Cais am Gyflogaeth**

**We welcome applications in either Welsh or English.**

**Rydym yn croesawu ceisiadau yn Gymraeg neu yn Saesneg.**

|  |  |
| --- | --- |
| 1. **Post applied for *Y swydd y gwnaed cais amdani*** | |
| Name of post / *Enw’r swydd* |  |
| Where did you see this post advertised?  *Ble welsoch chi'r swydd hon yn cael ei hysbysebu?* |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Personal details *Manylion personol*** | | | | | | |
| Title / *Teitl* |  | Name / *Enw* |  | | | |
| Home address  *Cyfeiriad cartref* |  | | | | | |
| Preferred phone number  *Rhif ffôn dewisol* |  | | This is a… | | *Mae hwn yn…* | |
|  | Personal number  Work number |  | *Rhif personol*  *Rhif gwaith* |
| Email / *Ebost* |  | | | | | |

|  |  |  |
| --- | --- | --- |
| 1. **Restrictions *Cyfyngiadau*** | | |
| Are there any restrictions regarding your employment, e.g. do you require a work permit?  *Oes unrhyw gyfyngiadau mewn perthynas â’ch cyflogaeth, e.e. oes angen trwydded waith arnoch chi?* | | |
| Yes / *Oes* | Details / *Manylion:* |  |
| No / *Nac oes* |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Education and qualifications *Addysg a chymwysterau*** | | | | | | |
| Secondary school(s) attended  *Ysgol(ion) Uwchradd a Fynychwyd* | | Qualifications  *Cymwysterau* | | | Subjects  *Pynciau* | |
|  | |  | | |  | |
| University / College  *Prifysgol / Goleg* | Main subject  Prif bwnc | | Subsidiary subject  (if any)  *Pwnc atodol*  *(os o gwbl)* | Degree / other  qualification  *Gradd / cymhwyster*  *arall* | | Class of honours  *Dosbarth*  *anrhydedd* |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
| *Professional courses / training attended*  Cyrsiau proffesiynol / hyfforddiant | | | | | | |
|  | | | | | | |

|  |  |
| --- | --- |
| 1. **Membership of professional organisations *Aelodaeth cyrff proffesiynol*** | |
| Enw’r corff *Name of organisation* | Math o aelodaeth *Membership type* |
|  |  |

|  |
| --- |
| 1. **Relevant interests *Diddordebau cymwys*** |
|  |

|  |  |
| --- | --- |
| 1. **Current or most recent employment *Cyflogaeth bresennol neu ddiweddaraf*** | |
| Position / *Swydd* |  |
| Employer / *Cyflogwr* |  |
| Date appointed / *Dyddiad eich penodi* |  |
| Length of notice required (if still employed)  *Maint y rhybudd sy’n ofynnol (os ydych yn dal mewn cyflogaeth)* |  |
| Salary (if still employed)  *Cyflog (os ydych yn dal mewn cyflogaeth)* |  |
| Date of leaving (if applicable)  *Dyddiad gadael (os yw’n gymwys)* |  |
| Reason for leaving / *Rheswm dros adael* |  |
| Outline of duties  *Braslun o’ch dyletswyddau* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Previous employment *Cyflogaeth flaenorol*** | | | |
| In chronological order, list the work you have done previously.  *Rhestrwch y gwaith a wnaethoch yn flaenorol mewn trefn gronolegol.* | | | |
| Employer  *Cyflogwr* | Position held and outline of duties *Swydd a ddaliwyd ac amlinelliad o’r dyletswyddau* | Dates from / to  *Dyddiadau o / i* | Reason for leaving  *Rheswm dros adael* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 1. **Supporting statement *Datganiad cefnogol*** |
| 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.  *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.* |
|  |

|  |  |  |
| --- | --- | --- |
| 1. **References *Canolwyr*** | | |
| 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.  *Dylid enwi ddau ganolwr, dylai o leiaf un allu rho 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.* | | |
| **1** | Name / *Enw* |  |
| Email / *Ebost* |  |
| Type of referee / *Math o ganolwr* | Professional referee / *Canolwr proffesiynol*  Character referee / *Canolwr cymeriad* |
| How does the referee know you?  *Sut mae’r canolwr yn eich adnabod chi?* |  |
| Can we contact the referee prior to interview?  *Ydych chi’n cytuno i ni gysylltu â’r canolwr hwn cyn y cyfweliad?* | Yes / *Ydw*  No / *Nac ydw* |
| **2** | Name / *Enw* |  |
| Email / *Ebost* |  |
| Type of referee / *Math o ganolwr* | Professional referee / *Canolwr proffesiynol*  Character referee / *Canolwr cymeriad* |
| How does the referee know you?  *Sut mae’r canolwr yn eich adnabod chi?* |  |
| Can we contact the referee prior to interview?  *Ydych chi’n cytuno i ni gysylltu â’r canolwr hwn cyn y cyfweliad?* | Yes / *Ydw*  No / *Nac ydw* |

|  |  |
| --- | --- |
| 1. **Additional questions *Cwestiynau ychwanegol*** | |
| If successful, what is the earliest date that you could start the job?  *Beth yw’r dyddiad cynharaf y gallwch gychwyn y swydd, os yn llwyddiannus?* |  |
| If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.  *Os oes gennych anabledd, dywedwch wrthym am unrhyw addasiad yr hoffech i ni ei wneud i’ch cynorthwyo mewn cyfweliad.* |  |

|  |  |
| --- | --- |
| 1. **Unspent criminal convictions *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.  *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.* | |
| Do you have any unspent convictions?  *Oes gennych chi unrhyw euogfarnau heb eu disbyddu?* | Yes  No |
| **If you have answered yes, you now have two options on how to disclose your criminal record.**  ***Os oes, mae gennych ddau opsiwn o ran sut i ddatgelu eich cofnod troseddol.*** | |
| **Option 1:** Please provide details of your criminal record in the space below.  ***Opsiwn 1:*** *Nodwch fanylion eich cofnod troseddol yn y gofod isod.* | **Option 2:** You can disclose your record under a separate cover, provided that you tick the box 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.  ***Opsiwn 2:*** *Gallwch ddatgelu eich cofnod ar wahân, cyhyd â’ch bod yn rhoi tic yn y blwch isod ac yn atodi’r manylion mewn dogfen ar wahân. Dylid nodi CYFRINACHOL ar y ddogfen ynghyd â’ch enw a manylion y swydd.* |
|  | I have attached details of my conviction separately  Rwyf wedi atodi manylion fy euogfarn ar wahân |

|  |
| --- |
| 1. **Other information *Gwybodaeth arall*** |
| Please provide any further relevant information here. You are not required to complete this section.  *Rhowch unrhyw wybodaeth berthnasol arall yma. Nid oes rhaid i chi lenwi'r adran hon.* |
|  |

|  |
| --- |
| 1. **Declaration of interest *Datgan buddiannau*** |
| Please disclose if you are related to any member of the Society’s Council or staff, stating their name and their relationship to you.  *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.* |
|  |

|  |  |
| --- | --- |
| 1. **Declaration *Datganiad*** | |
| 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.)  *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.)* | |
| **Signature / *Llofnod*** |  |
| **Date / *Dyddiad*** |  |

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.

Please complete our Equal Opportunities Monitoring questionnaire at [**www.smartsurvey.co.uk/s/B1H26X/**](http://www.smartsurvey.co.uk/s/B1H26X/)

This is anonymous and will not be considered as part of the application process. Please **do not** send us a copy of the completed survey.

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.

Cwblhewch ein Holiadur Monitro Cyfleoedd Cyfartal yn

[**www.smartsurvey.co.uk/s/B1H26X/**](http://www.smartsurvey.co.uk/s/B1H26X/)

Mae'r arolwg hwn yn ddienw ac ni chaiff ei ystyried fel rhan o'r broses ymgeisio. **Peidiwch** ag anfon copi o’r arolwg llawn i ni os gwelwch yn dda.