**CAIS AM SWYDD APPLICATION FOR EMPLOYMENT**

***Gallwch ddefnyddio Cymraeg neu Saesneg.**You may use Welsh or English.***

***Dylech ddefnyddio inc du neu deip. Please use black ink or type.***

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| **1. Enw’r Swydd/Job Title:** |

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| **2. Manylion Personol/Personal Details**  Mr/Mrs/Miss: .........Cyfenw/Surname: ......................................Enw(au) Cyntaf/First Name(s): ...........................................  Cyfeiriad (gan cynnwys côd post)/Address (including post code):  ………………………………………………………………………………………………………………………………………………………………………………………………………………  National Insurance No: ……………………………………………….  Symudol/Mobile: ...................................... Cyfeiriad E-bost/ E-mail Address: ........................................................................  Current Driving License **[YES / NO]** | | | | | |
| **3. Previous Employment** | | | | | |
| O/From | Hyd/To | Full/Part Time | Designation | Employer | Salary |
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| **4. Present Employment** |
| Designation: ................................................................ Salary: ........................................ Start Date: ...............................  Employer: .................................................................... Address: .......................................................................................  Tel. No: ........................................................................ Notice Required: .......................................................................... |

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| **5. Addysg Uwchradd/Secondary Education** | | | |
| O/From | Hyd/To | Ysgol(ion) Uwchradd a fynychwyd/  Secondary School(s) Attended | Cymwysterau gan nodi’r pwnc a’r radd/  Qualifications with subject and grade achieved |
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| **6. Manylion am Gymwysterau Academaidd a Phroffesiynol/Details of Academic and Professional Qualifications** | | | | | | | |
| Dyddiad Dates | | Enw’r  Dyfarniad/  Title of Award  (e.g. B.Ed.) | Dosbarth y Cymhwyster/  Class of Qualification | Prif Bwnc/  Main Subject | Pynciau  Ategol/  Subsidiary Subjects | Coleg a Fynychwyd/  College Attended | Llawn neu  Rhan Amser/  Full or  Part Time |
| O/From | Hyd/To |
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| **7. Canolwyr/References** | | | | |
| Nodwch enw a chyfeiriad 2 ganolwr. **Dylai eich cyflogwrPresennol/diwethaf fod yn un ohonynt**.  **1.**  Enw/Name: …………………………………………………………………………………………………..  Cyfeiriad/Address: …………………………………………………………………………………………………..  E-bost/Email: …………………………………………………………………………………………………..  Rhif Ffon/Telephone Number: …………………………………………………………………………………………………..  Why chosen as a referee?  ………………………………………………………………………………………………….. |  | | Please provide details of two referees**. One must be your current/most recent employer.**  **2.**  Enw/Name: …………………………………………………………………………………………………  Cyfeiriad/Address: ………………………………………………………………………………………………..  E-Bost/Email:  …………………………………………………………………………………………………  Rhif Ffon/Telephone Number: …………………………………………………………………………………………………  Why chosen as a referee?  **…………………………………………………………………………………………………………………………………………………** | |
| ***Fel arfer ceisir tystlythyrau cyn y cyfweliad. Os oes gennych unrhyw wrthwynebiad nodwch yma/***  ***References will normally be sought prior to interview.***  ***If you have any objections to references being sought at this stage, please indicate here:***  ……………………………………………………………………………………………………………………………………………………………………………………………………………… | | | | |
| **8. Gwybodaeth ychwanegol I gefnogi eich cais/Additional information to support your application** | | | | |
| Amlinellwch y sgiliau a’r profiad ‘rydych wedi’u hennill trwy waith taladwy ac/neu waith gwirfoddol, a gweithgareddau eraill a diddordebau sy’n berthnasol i’ch cais ar gyfer y swydd. Cofiwch na fydd CV yn dderbyniol yn lle ffurflen gais. Gallwch gynnwys copi o’ch CV I ategu’r manylion y gofynnir amdanynt ar y ffurflen gais hon (ond nid yn ei lle). |  | | Please outline the skills and experience you have gained through paid and/or voluntary employment and other work activities and interests which are relevant to your application for this vacancy. Please note we will not accept your Curriculum Vitae (CV) instead of this form. You may include a copy of your CV in support (not instead) of your Application Form. | |
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| *(Defnyddiwch dudalen arall os oes angen)*  *(Continue on separate sheet if necessary)* | | | | |
| **9. Deddf Diogelu Data 1998**  Mae’r wybodaeth rydych wedi ei nodu ar y ffurflen gais hon yn dod o dan reoliadau Deddf Diogelu Data 1998. Gallwn gopio’r wybodaeth sy’n cael ei rhoi gennych ar y ffurflen hon I’w defnyddio yn ystod y drefn recriwtio. Petaech yn cael eich penodi, bydd y ffurflen yn cael ei defnyddio fel rhan o’ch ffeil bersonol ac er mwyn casglu gwybodaeth gweithlu.  **10. Rhwystro Twyll**  Efallai y byddwn yn defnyddio gwybodaeth ar y ffurflen hon I rwystro a chanfod twill arian cyhoeddus. Gallwn hefyd rannu’r wybodaeth hon, I’r un pwrpas, gyda sefydliadau eraill sy’n trin arian cyhoeddus.  **11. Trwydded Waith**  A ydych angen Trwydded Waith? **Ydw/Nac ydw**  Os oes gennych Drwydded Waith yn barod beth yw’r dyddiad darfod?  ………………………………………………………………………………………………  **12. Datgelu Cofnod Troseddol**  Gan eich body n gwneud cais am swydd I weithio gyda phlant, bydd Datgeliad arnoch drwy’r Gwasanaeth Cofnodi Troseddau. Mae’n rhaid I chi nodi manylion unrhyw drosedd, rhybuddion, cerydd a rhybuddion terfynol, ac unrhyw wybodaeth arall allai ddylanwadu ar eich addasrwydd ar gyfer y swydd.  Os nad ydych yn rhoi gwybodaeth berthnasol I ni neu’n rhoi gwybodaeth ffug, gallai hyn arwain at dynnu’r cynnig o swydd yn ôl neu ar ôl eich penodi at garnau disgyblu a diswyddo yn dilyn ymchwiliad.  Nid yw rhoi manylion unrhyw drosedd, rhybudd, cerydd neu rhybudd terfynol nac unrhyw wybodaeth arall o angenrheidrwydd yn golygu na fyddwn yn eich ystyried ar gyfer y swydd. Byddwn yn ystyried eich addasrwydd yn sgil yr holl wybodaeth sydd ar gael.  Rhowch fanylion droseddauac yn y blaen ar y ffurflen sydd ynghlwm.  **13. Cyngor y Gweithlu Addysg**  Nodwch os gwelwch yn dda ei fod yn ofyniad cyfreithiol I athrawon cymwys sy’n dysgu mewn Ysgol a gynhelir, Ysgol arbennig nas gynhelir neu uned gyfeirio disgyblion, fod wedi cofrestru â Chyngor Cyffredinol Addysgu Cymru.  **14. Datganiad**  Mae’r wybodaeth a roddwyd gennyf ar y ffurflen hon yn gywir ac yn gyflawn. Rwy’n deal y bydd Gwiriad Datgelu yn cael ei wneud drwy’r Gwasanaeth Cofnodi Troseddau.  Pe buaswn yn methu â rhoi gwybodaeth neu’n rhoi gwybodaeth anghywir, rwy’n deal y gallai hyn arwain at dynnu’r cynnig swydd yn ol neu at gamau disgyblu neu yn ddiweddarach diswyddo.  Rwyn deal y bydd cysylltu a chynghorwyr neu weithwyr eraill yr Awdurdod I ddylanwadau ar fy nghais yn fy niarddel rhag cael fy mhenodi.  Rwy’n rhoi fy nghaniatad, yn unol a Deddf Diogelau Data 1998, I chi brosesu a chadw’r wybodaeth sydd ar y ffurflen hon.  Llofnod/Signed: …………………………………………………………………  ***Dychwelwch y ffurflen gais fel a***  ***nodir yn yr hysbyseb****.* | |  | | **Data Protection Act 1998**  The information you have given in this application form is covered by the rules and regulations of the Data Protection Act 1998. Information provided by you on this form may be copied for use during the recruitment procedure. If you are appointed, this form will be used as part of your personal employee file and to gather workforce information.  **Prevention of Fraud**  We may use information taken from this form to prevent and detect fraud of public funds. We may also share this information, for the same purposes, with other organisations which handle public funds.  **Work Permit**  Do you require a work permit? **Yes/No**  If you already hold Work Permit, what is the expiry date?  ……………………………………………………………………………………………    **Declaration of Criminal Record**  As you are applying for a position which involves working with children, you will need a Disclosure Check through the Criminal Records Bureau. You must give details of any criminal convictions, cautions, reprimands, and final warnings, and any other information that may have a bearing on your suitability for the position.  If you fail to give us relevant information or give false information, this may result in an offer of appointment being withdrawn, or if you are appointed, disciplinary action and dismissal after an investigation.  If you give details of a criminal conviction, caution, reprimand or final warning, and any other relevant information, it does not mean that we will not consider you for the position. Your suitability for appointment will be considered in the light of all available information.  Please give details of any criminal convictions etc. on the attached form.  **Education Workforce Council**  Please note that it is a legal requirement for qualified teachers teaching in a maintained school, non-maintained special school or pupil referral unit to be registered with the General Teaching Council for Wales.  **Declaration**  The information I have given on this application form is true and complete. I understand that a Disclosure Check will be sought through the Criminal Records Bureau.  I understand that, if I fail to give information, or provide incorrect information, this may result in an offer of appointment being withdrawn or in disciplinary action or dismissal at a later date.  I understand that contacting Councillors or other Council employees to influence my application would disqualify me from appointment.  I give my consent under the Data Protection Act 1998, to you processing and storing the information in this form.  Dyddiad/Date:………………………………………………………………………  ***Please return your application as directed***  ***in the advert for the post*** |