Application for Employment - (Schools and other Educational Establishments)

**CONFIDENTIAL**DISCLOSURE OF CONVICTIONS OR CAUTIONS

***N.B.******A criminal record will not necessarily be a bar to obtaining a position.***

1. For posts involving access to children, a disclosure of criminal background is required for which the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Orders will apply.
2. I understand that, if appointed, I will be required to submit a disclosure report through the Criminal Records Bureau which will contain details of any spent or unspent convictions as well as cautions, warnings and reprimands. In addition, I am aware that I must disclose any order currently in force restricting me from working with children.
3. Full Name:
4. Address:

Post Code:

1. Post Applied for:
2. School / Educational Establishment:
3. Delete as appropriate:

I do not have a record of convictions, bind overs or cautions

or

I admit to having a record of convictions including spent convictions, bind overs or cautions, the details being as follows:

***Signed: ………………………………………………………………. Date: ……………………………………………….***

Cals am Gyflogaeth - (Ysgolion a Sefydliadau Addysgol eraill)

**CYFRINACHOL**DATGUDDIAD O DDEDFRYDAU NEU RYBUDDION

**D.S. Ni fydd cofnod troseddol yn golygu rhwystr yn eich erbyn i gael swydd.**

1. Ar gyfer swyddi sydd gyda cysylltiad â phlant, mae datguddiad 0 gefndir troseddol yn angenrheidiol a bydd darpariaeth Deddf Ailsefydlu Troseddwyr 1974 (Eithriad) (Gwelliannau) yn berthnasol.
2. 'Rwyf yn deall os caf fy mhenodi, bydd angen i mi gyfiwyno adroddiad datguddiad drwy'r Gwasanaeth Cofnodi Troseddau fydd yn cynnwys manylion am unrhyw ddedfrydau presennol neu sydd wedi darfod, rhybuddion a cheryddau. Yn ychwanegol, deallaf fod yn ofynnol i mi ddatgelu unrhyw orchymyn presennol sydd mewn grym sydd yn fy rhwystro rhag gweithio gyda plant.
3. Enw Llawn:
4. Cyfeiriad:

Côd Post:

1. Y swydd yr ymgeisir amdani:
2. Ysgol / Sefydliad Addysgol:
3. Dilëir fel bo’n briodol:

Nid oes gennyf unrhyw ddedfrydau, ymrwymiadau neu rybuddion

neu

Yr wyf yn cyfaddef bod gennyf ddedfrydau sydd yn cynnwys dedfrydau sydd wedi darfod, ymrwymiadau neu rybuddion, gyda'r manylion fel a ganlyn:

***Arwyddwyd: …………………………………………………………………. Dyddiad:*** *……………………………………………………*

**Ffurflen Monitro Recriwtio/Recruitment Monitoring Form**

**Polisi Cydraddoldeb**

Mae cydraddoldeb yn fater hollbwysig i Gyngor Bwrdeistref Sirol Conwy. Mae'n bwysig ein bod yn sicrhau nad yw ymgeiswyr yn cael eu trin yn /lai ffafriol oherwydd eu rhyw, tueddiad rhywiol, hil, tarddiad ethnig neu genedlaethol, crefydd neu gred, statws priodasol, anabledd, oedran neu iaith. Er mwyn monitr ein Polisi Cyfleoedd Cyfartal yn Ilwyddiannus, mae'n rhaid i ni gasglu rhywfaint 0 wybodaeth o'r Ffurflen Monitro Recriwtio. Cedwir y ffurflen hon ar wahan j'r ffurflen gais. Bydd yr wybodaeth yn caeI ei chadw gan yr Adran Bersonel, ac yn cael ei thrin yn gwbl gyfrinachol.

**Equalities Policy**

Equality is a vital issue for Conwy County Borough Council. It is important for us to make sure that no candidate receives less favourable treatment because of their sex, sexual orientation, race, ethnic or national origin, religion or belief, married status, disability, age or language. To monitor our Equalities Policy successfully, we need to collect certain information from the Recruitment Monitoring Form. This form will be kept separate from the application form. It will be kept in the Personnel Section and dealt with in the strictest confidence.

**Enw / Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dyddiad Geni / Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Swydd y ceisif amdani / Post applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dyddiad / Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**√ Yblwch perthnasol ymhob adran/Please √** **appropriate box for each section:**

Gwryw / Male Benyw / Female Priod / Married Di-briod / Not Married

|  |  |  |
| --- | --- | --- |
| Gofynnir y cwestiwn a ganlyn er mwyn ein helpu i lynu wrth ein hymrwymiad i’r “Cynllun Yn Gadarn o Blaid Pobl Anabl”. Mae hyn yn cynnwys ymrwymiad i warantu cyfweliad am swydd i bob ymgeisydd anabl sy’n gymwys o ran meini prawf y swydd wag.  We ask this question to help us to meet our commitment to the ‘Positive about Disabled People Scheme’. This includes a commitment to guarantee a job interview for all disabled applicants who meet the minimum criteria for a job vacancy. | | |
| A ydych yn ystyried eich hun yn anabl o dan Ddeddf Gwahaniaethu ar Sail Anabledd 1995? Hynny yw, a oes gennych: nam meddyliol neu gorfforol *(yn cynnwys nam ar y synhwyrau neu nam cudd)* sy’n cael effaith sylweddol *(hynny yw, yn fwy nag effaith pitw bychan)*; niweidiol a hir-dymor *(hynny yw, sydd wedi parhau am flwyddyn o leiaf, neu sy’n debygol o barhau am weddill oes yr unigolyn)* ar allu’r unigolyn i ymgymryd â gweithgareddau o ddydd i ddydd.  Do you consider yourself disabled under the Disability Discrimination Act 1995? This means, do you have: a physical or mental impairment *(including sensory or hidden impairments)* which has a substantial *(that is, more than minor or trivial)*; adverse; and long term *(that is, which has lasted or is likely to last for at least a year or is likely to last for the rest of the life of the person)* effect on a person’s ability to carry out normal day to day activities. | Ydw | Nac ydw |
|  | |
| Yes | No |
| Oes angen unrhyw gyfleusterau neu addasiadau arbennig arnoch? Os oes, beth ydynt?  Do you need any special facilities or adjustments? If so, what are these? | | |
| Nodwch ymhle y gwelsoch yr hysbyseb am y swydd hon:  Please state where you saw the advertisement for this post: | | |

**Tarddiad Ethnig / Ethnic Origin**

Dewiswch dim ond un adran o A i E, a thiciwch y blwch cywir i ddynodi eich cefndir.

(Rydym wedi defnyddio categorïau a argymhellwyd gan y Comisiwn Cydraddoldeb Hiliol)

Choose only one section from A to E, and tick the appropriate box to indicate your background

(We have used the categories recommended by the Commission for Racial Equality)

**A Gwyn / White**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Prydeinig  British |  | Seisnig English |  | Albanaidd Scottish |  | Cymreig Welsh |  | Gwyddelig Irish |  | Arall Other |  |
| Os ydych o gefndir Gwyn arall, ysgrifennwch ef yma:  If ‘other’ White background, please specify: | | | | | |  |  | |  | | |

**B Cymysg / Mixed**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Gwyn a Du Caribïaidd  White & Black Carribbean |  | Gwyn a Du Affricanaidd White & Black African |  | Gwyn ac Asiaidd White & Asian |  | Arall  Other |  |
| Os ydych o unrhyw gefndir Cymysg arall, ysgrifennwch ef yma:  If ‘other’ Mixed background, please specify: | | | |  |  | | |

**C Asiaidd, Asiaidd Brydeinig, Asiaidd Seisnig, Asiaidd Albanaidd, neu Asiaidd Gymreig /**

**Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Indiaidd  Indian |  | Pacistanaidd  Pakistani |  | Bangladeshaidd Bangladeshi |  | Arall  Other |  |
| Os ydych o unrhyw gefndir Asiaidd arall, ysgrifennwch ef yma:  If ‘other’ Asian background, please specify: | | | |  |  | | |

**D Du, Du Prydeinig, Du Seisnig, Du Albanaidd, Du Cymreig /**

**Black, Black British, Black English, Black Scottish, or Black Welsh**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Caribïaidd  Caribbean |  | Affricanaidd  African | |  | Arall  Other |  |
| Os ydych o gefndir Du arall, ysgrifennwch ef yma:  If ‘other’ Black background, please specify: | | |  |  | | |

**E Tsieineaidd, Tsieineaidd Brydeinig, Tsieineaidd Seisnig, Tsieineaidd Albanaidd, Tseineaidd Gymreig neu darddiad ethnig arall /**

**Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tsieineaidd  Chinese |  | Arall  Other | |  |
| Os ydych o unrhyw gefndir arall Tsieineaidd, ysgrifennwch ef yma:  If ‘other’ Chinese background, please specify: | | |  | |

**Cyfrifoldebau gofalu am eraill / Caring responsibilities**

|  |  |  |
| --- | --- | --- |
| A oes unrhyw un sy’n dibynnu arnoch chi am ofal a sylw o ddydd i ddydd, er enghraifft, plant, partner neu aelod arall o’r teulu?  Is there anyone who relies on you for day-to-day care and attention, For example, children, partner or other family member? | Oes Yes | Nac oes No |

**Siarad Cymraeg / Welsh Language Ability**

|  |  |  |
| --- | --- | --- |
| Ydych chi’n siarad Cymraeg?  Are you a Welsh speaker? | Ydw Yes | Nac ydw No |