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| **Ffurflen Gais Job Application Form** |

Cyn llenwi’r ffurflen hon, gofynnir ichi ddarllen y Swydd Ddisgrifiad a Manyleb yr Unigolyn sy’n atodedig. Dylid llenwi’r ffurflen yn glir mewn inc du neu drwy deipio.

Before completing this form, please read the accompanying Job Description and Person Specification. Please write clearly in black ink or type.

### CYFRINACHOL CONFIDENTIAL

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| 1. **MANYLION PERSONOL (**LLYTHRENNAU BRAS) **PERSONAL DETAILS** (BLOCK CAPITALS PLEASE)  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Cyfenw:  Surname: | |  | | | Blaenlythrennau:  Initials: |  | | Cyfenw blaenorol os yn wahanol  Former surnames if different: | |  | | | Dewis Enw neu Deitl  Preferred Name or  Title (Dewisol/Optional): |  | | Cyfeiriad/Address: | | | | | Rhif ffôn (adref)  Tel No (home): |  | | Rhif ffôn (busnes)  Tel No (business): |  | |  | | | | | Rhif ffôn (symudol)  Tel No (mobile): |  | | Cyfeiriad ebost:  E-Mail address: | | |  | | Rhif Yswiriant Gwladol  Nat. Insurance No: |  | | Cenedligrwydd:  Nationality: |  | | | Os nad oes gennych basbort Prydeinig, neu os nad ydych yn Ddinesydd Ewropeaidd, ac nid oes gennych hawl parhaol i aros yn y DU, bydd angen trwydded waith arnoch.  If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. | | | | Oes arnoch angen trwydded waith i weithio yn y DU?  Do you need a work permit to be employed in the UK? | | | Oes/Yes  Nag oes/No | Os oes gennych drwydded waith yn barod, pryd mae’n rheg allan?  If you already have a work permit, when does it expire?  (Noder: hwyrach na fydd eich trwydded waith gyfredol yn ddilys ar gyfer y swydd hon)  (Please note that your current work permit may not be valid for this post.) | | | | Sut glywsoch chi am y swydd hon?  Where did you learn of the post? | | | |  | | | |
| **2. ADDYSG A CHYMWYSTERAU PROFFESIYNOL EDUCATION AND PROFESSIONAL QUALIFICATIONS**  **(Bydd angen dogfennau gwreiddiol fel tystiolaeth o’ch cymwysterau adeg y cyfweliad)**  **(Original documents as proof of qualification will be required at interview.)**   |  |  |  | | --- | --- | --- | | Ysgol Uwchradd / Coleg / Prifysgol Secondary School / College / University | Arholiadau  Examinations taken | Canlyniad  Result | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| |  | | --- | | Cymwysterau Proffesiynol sydd gennych ar hyn o bryd: dull cymhwyso a’r radd:  Professional Qualifications currently held: how obtained and grade: |  |  | | --- | | Cyrsiau Addysg neu Hyfforddi perthnasol eraill :  Other relevant Educational or Training Courses: | |

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| **3. EICH SWYDD BRESENNOL PRESENT POST**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Teitl y Swydd: Title of Post: |  | | | Cyflog/Graddfa:  Salary/Grade: | |  | | Enw eich Cyflogwr:  Name of Employer: |  | | | Busnes y Cyflogwr:  Business of Employer: | |  | | Cyfeiriad:  Address: | | | | Dyddiad Cychwyn:  Date Commenced: | |  | | Dyddiad Gorffen (os yn berthnasol):  Date Ended (if applicable): | |  | |  | | | |  | |  | |  | |  | |  | |  | | Noder manylion eich cyfrifoldebau; I bwy rydych yn atebol, a staff sy’n atebol ichi (os yn iberthnasol):  Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): | | | | | | | | Rheswm dros adael neu’n dymuno gadael:  Reason for leaving or wishing to leave: | | |  | | | | | Cyfnod rhybudd sydd ei angen i orffen eich swydd bresennol:  Period of notice required to terminate present employment: | | | | |  | | |
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| **4. SWYDDI BLAENOROL PREVIOUS EMPLOYMENT**  (Gallwch ddefnyddio tudalen ychwanegol os oes angen) (Please use continuation sheet if necessary.)   |  |  |  |  | | --- | --- | --- | --- | | Enw a Chyfeiriad y Cyflogwyr  Name and Address of Employers | Swydd(i)  Position(s) held | Rheswm dros adael  Reason for leaving | Dyddiad cychwyn a gorffen  Date started & ended | |  |  |  |  | | Disgrifiad o’ch dyletswyddau:  Description of duties: | | | | |  | | | | |  | | | | |  |  |  |  | | Disgrifiad o’ch dyletswyddau:  Description of duties: | | | | |  | | | | |  |  |  |  | | Disgrifiad o’ch dyletswyddau:  Description of duties: | | | | |  | | | | |  |  |  |  | | Disgrifiad o’ch dyletswyddau:  Description of duties: | | | | |  | | | | |

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| **5. SGILIAU, GALLU, GWYBODAETH, A PHROFIAD PERTHNASOL A’CH RHESYMAU DROS WNEUD CAIS AM Y SWYDD HON (**Gweler Manyleb yr unigolyn)  **RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB** (Please note the person specification) |

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| **6. GWYBODAETH ARALL OTHER INFORMATION**   |  |  |  |  | | --- | --- | --- | --- | | Beth yw eich diddordebau tu allan i’r gwaith? (Noder unrhyw swyddi gwirfoddol perthnasol yn eich barn chi).  What activities outside work interest you? (State any voluntary positions held you consider relevant). | | | | | Oes gennych drwydded yrru gyfredol? Do you hold a current driving licence? | Oes/Yes  Nag oes /No | Oes gennych fynediad at gar?  Do you have access to a car? | Oes/Yes  Nag oes/No |  |  | | --- | | Y Gymraeg: Beth yw eich gallu o ran cyfathrebu trwy gyfrwng y Gymraeg?  Welsh Language: What is your ability to communicate in Welsh? |  |  |  | | --- | --- | | Anableddau Disabilities | | | Os cewch wahoddiad i gyfweliad, oes angen inni wneud unrhyw drefniadau arbennig oherwydd anabledd?  If selected for interview, do you require any special arrangements to be made on account of a disability? | Oes/Yes  Nag oes/No | | Os “oes”, noder manylion cryno o effaith eich anabledd ar eich gweithgareddau dyddiol, ac unrhyw wybodaeth arall fyddai’n ddefnyddiol inni wrth ystyried eich anghenion yn ystod eich cyfweliad, ac i ddiwallu ein cyfrifoldebau dan Ddeddf Cydraddoldeb 2010:  If “yes”, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010: | | |
| **7. TYSTLYTHYRAU REFERENCES**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Tystlythyr / Referee 1 | | | Tystlythyr / Referee 2 | | | | Enw Llawn:  Full Name: |  | | Enw Llawn: Full Name: |  | | | Swydd:  Job Title: |  | | Swydd:  Job Title: |  | | | Sefydliad:  Organisation: |  | | Sefydliad:  Organisation: |  | | | Cyfeiriad:  Address: | | | Cyfeiriad:  Address: | | | |  | | |  | | | | Rhif ffôn:  Tel No: |  | | Rhif ffôn:  Tel No: |  | | | Cyfeiriad ebost:  E-mail address: |  | | Cyfeiriad ebost:  E-mail address: |  | | | A yw’n iawn inni ofyn am y tystlythyr hwn cyn y cyfweliad?  Please state if we may obtain this reference prior to interview. | | Ydy/Yes  Nac ydy / No | A yw’n iawn inni ofyn am y tystlythyr hwn cyn y cyfweliad?  Please state if we may obtain this reference prior to interview. | | Ydy/Yes  Nac ydy / No | |

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| **8. DATGANIAD DECLARATION**   |  |  |  |  | | --- | --- | --- | --- | | Rwyf drwy hyn yn cadarnhau fod yr holl wybodaeth a roddwyd ar y ffurflen gais hon yn gywir ac yn gyflawn. Deallaf, os rhoddwyd unrhyw wybodaeth gamarweiniol ar y ffurflen hon, neu os hepgorwyd unrhyw beth, bydd yn ddigon o sail i ddirwyn fy nghyflogaeth i ben.  I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. | | | | | Llofnod:  Signature: |  | Dyddiad:  Date: |  | | Enw:  Name: |  |  | | | Caiff yr wybodaeth a ddarparwyd gennych ar y ffurflen hon fel ymgeisydd ei chadw’n ddiogel naill ai fel cofnod papur neu ar system gyfrifiadurol yn unol â Deddfau Diogelu Data, a chaiff ei phrosesu’n unol â recriwtio’n unig. Cedwir eich manylion personol am hyd at 6 mis. I weld ein Hysbysiad Preifatrwydd Llawn, ewch i <https://tinyurl.com/fmc6caww> neu ffoniwch 01597 823800  The information provided by you on this form as an applicant will be stored securely either on paper records or a computer system in accordance with the Data Protection Laws & will be processed solely in connection with recruitment. Your personal details will be kept for up to 6 months. For our Full Privacy Notice please visit <https://tinyurl.com/233bcruw> or call 01597 823800 | | | | |

**Ar ôl ei chwblhau, dylech anfon eich ffurflen gais at:**

**Send your completed application to:**

**Credu, Marlow, Cilgant y De, Llandrindod LD1 5DH neu drwy ei e-bostio at:**

**C****redu, Marlow, South Crescent, Llandrindod Wells. LD1 5DH or by email to:** [**hr@credu.cymru**](mailto:marie@credu.cymru)