Cais am Gyflogaeth / Application for Employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Swydd Y Ceisir Amdani /  Position Applied For |  | | | |
|  | | | | |
| Eligibility to work for WJEC / Cymhwysedd i weithio i CBAC | | | | |
| Oes gennych hawl gyfreithiol ar hyn o bryd i weithio yn y wlad y lleolir y swydd ynddi?  Are you currently legally entitled to work in the country where the job is based? | | | **Oes /**  **Yes** | **Nac oes / No** |
| Os yn gymwys, nodwch unrhyw gyfyngiadau Hyd y visa gwaith, math o waith ayb.  If applicable, please detail any restrictions Length of work visa, type of work etc. | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Manylion Personol / Personal Details | | | | | |
| **Enwau Cyntaf / Forenames** |  | | **Teitl / Title** | |  |
| **Cyfenw / Surname** |  | | | | |
| Cyfeiriad / Address |  | | | | |
| Côd Post / Post Code |  | Rhif symudol / Mobile No. | |  | |
| Rhif Ffôn (Cartref) /  Telephone No. (Home) |  | Rhif Ffôn (Gwaith) /  Telephone No. (Work) | |  | |
| E-bost / E-mail |  | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Swydd Bresennol Neu'r Swydd Ddiweddaraf / Present or Most Recent Employment | | | | | | | | |
| Enw a chyfeiriad y cyflogwr a natur y busnes /  Employer's name and address and type of business | | | Dyddiadau / Dates | | | Swydd a natur y dyletswyddau /  Position held and nature of responsibility | Rheswm dros adael/eisiau gadael a chyfnod rhybudd /  Reason for leaving/ wishing to leave & notice period | |
| O / From | Hyd / To | |
|  | | |  |  | |  |  | |
| Swyddi Blaenorol / Previous Posts (Rhestrwch mewn trefn gan ddechrau gyda'r diweddaraf / Please list in order starting with most recent) | | | | | | | | |
| Dyddiadau / Dates | | Enw a chyfeiriad y cyflogwr a natur y busnes / Employer's name and address and type of business | | | Swydd a natur y dyletswyddau /  Position held and nature of responsibility | | | Rheswm dros adael /  Reason for leaving |
| O / From | Hyd / To |
|  |  |  | | |  | | |  |
|  |  |  | | |  | | |  |
|  |  |  | | |  | | |  |
|  |  |  | | |  | | |  |
|  |  |  | | |  | | |  |
|  |  |  | | |  | | |  |
| **Gallwch barhau ar ddalen ychwanegol os bydd angen / Please continue on a separate sheet if necessary** | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Addysg a Chymwysterau (Mewn trefn amseryddol) /  Education and Qualifications (In chronological order) | | | | |
| Dyddiadau / Dates | | Ysgol, Addysg Bellach ac Uwch Sefydliadau a fynychwyd/cyrsiau a ddilynwyd /  School, Further and Higher Education Institutions attended/courses followed | | Cymwysterau, aelodaeth mewn sefydliadau proffesiynol ac ati /  Qualifications, membership of professional institutions, etc. |
| O / From | Hyd / To |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| **Cymwysterau eraill neu gyrsiau hyfforddi a ddilynwyd /**  **Other qualifications gained or training undertaken** | | |  | |
| **Gwybodaeth o'r Gymraeg /**  **Knowledge of Welsh** | | |  | |

|  |
| --- |
| Sgiliau Ymarferol (Gan Gynnwys Sgiliau Cyfrifiadurol) /  Practical Skills (Including IT Skills, Language Skills etc.) |
|  |

|  |
| --- |
| Datganiad i gefnogi'ch cais /  Statement in Support of Your Application |
| Nodwch yn glir sut mae eich sgiliau a'ch profiad yn ateb gofynion y swydd a nodir yn y swydd-ddisgrifiad. /  Please indicate clearly how your skills and experience meet the requirements of the post as set out in the Job Description. |
|  |
| Gallwch barhau ar ddalen arall os mynnwch / Continue on a separate sheet if necessary |

|  |
| --- |
| Diddordebau / Interests |
|  |

|  |  |  |
| --- | --- | --- |
| Eraill / Other | | |
| A ydych wedi ceisio am swydd gyda CBAC o'r blaen? Have you previously applied for a post at the WJEC? | **Ydwyf / Yes** | **Nac Ydwyf / No** |
| Os ydych, am ba swydd(i) yr ydych wedi ceisio? If yes, for which post(s) have you applied? |  | |

|  |  |
| --- | --- |
| Cyhoeddusrwydd / Publicity | |
| Ble gwelsoch y swydd hon wedi ei hysbysebu?  Where did you see this post advertised? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Anabledd / Disability | | | | |
| Oes gennych chi anabledd? / Do you have a disability? | **Oes / Yes** | | **Nac Oes /No** | |
| *Diffinnir anabledd fel unigolyn y mae ganddo amhariad corfforol, meddyliol, deallusol neu synhwyraidd hirdymor, a allai effeithio arno/arni’n cymryd rhan lawn ac effeithiol yn y gymdeithas ar sail gyfartal â phobl eraill.*  *A disability is defined as someone who has long term physical, mental, intellectual or sensory impairments, which may hinder their full and effective participation in society on an equal basis with others.* | | | | |
| P’un a oes gennych chi anabledd ai peidio, a oes angen gwneud unrhyw addasiadau er mwyn ei gwneud yn haws i chi gymryd rhan yn y broses ddethol?  Os oes, bydd aelod o’r tîm Adnoddau Dynol yn cysylltu â chi i drafod sut orau i’ch cynorthwyo chi.  Regardless of whether you have a disability, do you require any adjustments to be made to facilitate your participation in the selection process?  If yes, a member of Human Resources will contact you to ascertain how best to assist you. | | **Oes / Yes** | | **Nac Oes / No** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Canolwyr / Referees | | | | | |
| **Rhowch fanylion cyswllt geirda llawn ar gyfer eich dau gyfnod o gyflogaeth ddiweddaraf. Yr adran Adnoddau Dynol (lle bo’n bosibl) neu Uwch Reolwr ddylai ddarparu geirda.**  **Please provide full reference contact details for your last two periods of employment. References provided should either be from the Human Resources department (where possible) or a Senior Manager.** | | | | | |
| 1 | Enw / Name: |  | | | |
| Swydd / Position: | |  | | | |
| Yr wyf yn cytuno y gall CBAC gysylltu â’r canolwr hwn cyn y cyfweliad.  I agree for WJEC to approach this referee prior to interview. | | | | **Ydw / Yes** | **Nac Ydw / No** |
| E-bost / E-mail: | |  | | | |
| Cyfeiriad / Address: | |  | | | |
| Côd Post / Post Code: | |  | Rhif Ffôn / Tel. No: |  | |
| 2 | Enw / Name: |  | | | |
| Swydd / Position: | |  | | | |
| E-bost / E-mail: | |  | | | |
| Yr wyf yn cytuno y gall CBAC gysylltu â’r canolwr hwn cyn y cyfweliad.  I agree for WJEC to approach this referee prior to interview. | | | | **Ydw / Yes** | **Nac Ydw / No** |
| Cyfeiriad / Address: | |  | | | |
| Côd Post / Post Code: | |  | Rhif Ffôn / Tel. No: |  | |

|  |  |  |
| --- | --- | --- |
| Euogfarnau Troseddol / Criminal Convictions | | |
| A gawsoch eich canfod yn euog o drosedd erioed nad ystyrir ei bod wedi’i disbyddu yn ôl y Ddeddf Ailsefydlu Troseddwyr 1974?  Os atebwch DO, disgrifiwch y drosedd (troseddau) a’r dyddiad(au) y cawsoch eich canfod yn euog:  Do you have any criminal convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?  If YES, please describe the offence(s) and date(s) of conviction: | Do/Yes | Naddo/No |
|  | | |

|  |  |  |
| --- | --- | --- |
| Gwarchod Data / Data Protection | | |
| Gallai gwybodaeth o'r ffurflen gais hon gael ei phrosesu at ddibenion o dan y Rheoliad Diogelu Data Cyffredinol. Mae gan unigolion hawl i gael mynediad at ddata personol a gedwir amdanynt drwy wneud cais ysgrifenedig.  Os yw eich cais am gyflogaeth yn aflwyddiannus, bydd CBAC yn dal eich data ar ffeil am **6 mis** ar ôl diwedd y broses recriwtio berthnasol.  Os ydych yn cytuno i ganiatáu i CBAC gadw eich data personol ar ffeil, bydd y tîm adnoddau dynol yn dal eich data ar ffeil am **12 mis** arall i'w hystyried ar gyfer cyfleoedd cyflogaeth yn y dyfodol. Ar ddiwedd y cyfnod hwnnw neu ar ôl i chi dynnu eich caniatâd yn ôl; caiff eich data eu dileu neu eu dinistrio.  Mae gwybodaeth am sut mae eich data'n cael eu defnyddio a'r sail ar gyfer prosesu eich data yn cael ei rhoi yn [hysbysiad preifatrwydd i ymgeiswyr am swyddi](https://www.wjec.co.uk/about-us/working-for-us/Hysbysiad_Preifatrwydd_i_Ymgeiswyr_am_Swyddi.docx) CBAC.  Information from this application may be processed for purposes under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  If your application for employment is unsuccessful, WJEC will hold your data on file for **6 months** after the end of the relevant recruitment process.  If you agree to allow WJEC to keep your personal data on file, the HR team will hold your data on file for a further **12 months** for consideration for future employment opportunities. At the end of that period or once you withdraw your consent; your data is deleted or destroyed.  Information about how your data is used and the basis for processing your data is provided in WJEC's [job applicant privacy notice](https://www.wjec.co.uk/about-us/working-for-us/Job%20applicant%20privacy%20notice%20(compliant%20with%20the%20GDPR).docx). | | |
| **Rwy'n cydsynio i'm data personol gael eu cadw ar ffeil gan y tîm adnoddau dynol am 12 mis arall, er mwyn ystyried cyfleoedd cyflogaeth yn y dyfodol. Rwy'n deall bod gennyf yr hawl i dynnu fy nghaniatâd yn ôl ar unrhyw adeg.**  I consent to my personal data being kept on file by the Human Resources team for a further 12 months, for consideration of future employment opportunities. I understand that I have the right to withdraw my consent at any time. | **Ydw /**  **Yes** | **Nac Ydw / No** |

|  |  |  |  |
| --- | --- | --- | --- |
| Declaration / Datganiad | | | |
| Cyn belled ag yr wyf yn gwybod, mae'r wybodaeth a roddais i gefnogi fy nghais yn wir ac yn gyflawn. Deallaf os daw yn hysbys fod unrhyw ddatganiad yn anghywir neu yn gamarweiniol neu os oes gwybodaeth berthnasol heb ei chynnwys, bydd y cais yn cael ei atal, neu os byddaf wedi fy mhenodi yn barod, efallai y caf fy niswyddo.  I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. | | | |
| Llofnod / Signature: |  | **Dyddiad / Date:** |  |
| **D.S. Bydd teipio eich enw yn gweithredu yn yr un modd yn gyfreithiol ag y byddai llofnodi.**  **N.B Typing your name will be taken as being as binding as your signature** | | | |