# ProMo-Cymru: Ffurflen Gais // Application Form

|  |  |
| --- | --- |
|  **Teitl y Swydd // Job Title:**  **Dyddiad Cau // Closing Date:** |  **Promo Orange writing** |
| **PERSONOL // PERSONAL**Cyfenw // Surname: Llythrennau cyntaf // Initials: Cyfeiriad // Address:  Cod Post / Post Code:Rhif Ffôn // Tel Number - *Cartref / Home:* *Yn ystod y dydd // Day time:* E-bost // Email:  |
| CYFLOGAETH BRESENNOL A BLAENOROL // CURRENT AND PREVIOUS EMPLOYMENT |
| Enw a chyfeiriad eich cyflogwr presennol neu ddiwethaf os nad ydych mewn swydd | Swydd ac amlinelliad o'ch dyletswyddau | Cyflog  | Dyddiad // Date |
| Name and address of present or last employer if currently not employed | Job held and brief details of duties | Salary |  O // From | I // To |
|  |  |  |  |  |
| Enw eich cyflogwr blaenorol*(Y diweddaraf gyntaf)* | Teitl y swydd ac amlinelliad o'r cyflog neu raddfa | Rheswm gadael | Dyddiad // Date |
| Name of previous employer*(most recent first)* | Job held and approximate salary or grade | Reason for leaving | O // From | I // To |
|  |  |  |  |  |

|  |
| --- |
| ADDYSG A HYFFORDDIANT // EDUCATION AND TRAINING |
| Os ydych chi wedi cwblhau prentisiaeth neu unrhyw fath arall o brofiad gwaith/cynllun hyfforddi; rhowch y manylion isod:If you have undertaken an apprenticeship or any other form of work experience/training scheme; please provide the following details: |
| Cyflogwr/sefydliad // Employer/organisation | O // From | I // To | Swydd // Occupation | Profiad gwaith // Work experience |
|  |  |  |  |  |
| Ysgolion/colegau/prifysgolion ayyb a fynychwydSchools/Colleges/Universities etc. attended | CymwysterauQualifications | Rhowch y pynciau a’r graddau lle bo’n briodol a nodwch os oedd yn astudiaeth amser-llawn neu ran amserGive subjects and grades where appropriate. Indicate whether full or part time study. |
|  |  |  |
| GWYBODAETH GEFNOGOL // SUPPORTING INFORMATION |
| Os gwelwch yn dda, rhowch sylw arbennig i’r adran hon. Dyma’r rhan bwysicaf o’ch cais, gan mai dyma le byddwch yn dweud wrthym beth sy’n eich gwneud chi’n addas ar gyfer y swydd hon. Beirniadir eich cais ar sail y Fanyleb Person, sef y rhestr o ofynion am y swydd. Dylech gyfeirio at bob pwynt yn y Fanyleb Person ac ymdrin â hwy, gan roi tystiolaeth o ba sgiliau, profiad a gwybodaeth sydd gennych ym mhob un o’r meysydd hyn.Sylwer - dim ond yn atodol i'r ffurflen gais hon wedi'i llenwi derbynnir unrhyw CVPlease pay particular attention to this section. It is the most important part of your application, as it is where you tell us what makes you suitable for this job. Your application will be judged against the Person Specification, which is the list of requirements for the job. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. **Please note that any CVs submitted will only be accepted as supplementary to this completed application form.** |
| GWYBODAETH GEFNOGOL // SUPPORTING INFORMATION |
|  |
| GENERAL / CYFFREDINOL |
| Rhowch unrhyw ddyddiadau yn y dyfodol agos pryd na fyddwch ar gael am gyfweliad. Ni warentir y caiff cyfweliadau eu had-drefnu er eich hwylustodPlease give any dates in the near future when you will not be available for interview. No guarantee is given that interviews will be rescheduled to accommodate your non availability. |  |
|  |
|  |
| Trwydded Yrru LawnFull Driving Licence | OES / NAC OESYES / NO |  | Oes gennych ddefnydd car eich hun?Do you have sole use of a car? | OES / NAC OESYES / NO |
|  |
| A gawsoch eich dyfarnu’n euog o unrhyw drosedd? (gan gynnwys troseddau gyrru)Have you been convicted of any criminal offence? (including driving offences) | DO / NADDOYES / NO |
| Os do, rhowch fanylion os gwelwch yn dda // If yes, please give details: |
| Ydych chi'n siarad Cymraeg? Iaith 1af 🞎 Rhugl 🞎 Gwybodaeth weithiol 🞎 Sylfaenol 🞎 Dim 🞎Do you Speak Welsh? 1st Language 🞎 Fluent 🞎 Working knowledge 🞎 Basic 🞎 None 🞎 |
| ***Bydd pob penodiad yn amodol ar Ddatgeliad UCT (Uned Cofnodion Troseddol) manylach*** ***All appointments will be subject to an enhanced DBS Disclosure***  |
| Cyfnod o rybudd sydd ei angen ar eich cyflogwr presennol // Period of Notice required by present employer: |  |
| Geirdaon // References |
| Rhowch enwau a chyfeiriadau dau ganolwr. Nid perthynas i chi ac os ydych mewn swydd ar hyn o bryd, dylai un bod yn Uwch Reolwr arnoch.Please give the names and addresses of two referees, who should not be related to you, one of whom should be your present Senior Manager if in employment. |
| 1. Enw // Name:Safle/Teitl Swydd // Position/Job Title:Cyfeiriad // Address:Rhif Ffôn // Tel. No:E-bost // Email:  | 2. Enw // Name:Safle/Teitl Swydd // Position/Job Title:Cyfeiriad // Address:Rhif Ffôn // Tel. No:E-bost // Email:  |
| ***Bydd pob penodiad yn amodol ar dderbyn geirda boddhaol // All appointments are subject to the receipt of satisfactory references*** |
| DATGANIAD // DECLARATION |
| Yr wyf yn datgan hyd y gwn ac y credaf i fod y wybodaeth a roddais yn gywir. I declare that to the best of my knowledge and belief the information I have given is correct.Llofnod // Signature Dyddiad // Date Gall rhoi wybodaeth ffug neu sy’n fwriadol gamarweiniol ar y ffurflen hon arwain at dynnu’n ôl swydd a gynigiwyd neu derfynu cyflogaeth.Providing false or deliberately misleading information on this form could lead to an offer of employment being withdrawn or employment being terminated. |
| **AT DDEFNYDD SWYDDOGOL YN UNIG // FOR OFFICIAL USE ONLY** |
| **Cyfweliad:****Interview:** | IA / NAYES / NO | **Rheswm am beidio cyfweld:****Reason for not interviewing:** |  |

POLISI CYFLEOEDD CYFARTAL

EQUAL OPPORTUNITY FORM

|  |
| --- |
| **Defnyddiwch BRIFLYTHRENNAU // Please use BLOCK CAPITALS** |
| Cyfenw // Surname:  | Enw(au) Cyntaf // Forename(s): |
| Teitl y Swydd // Job Applied for:  |
| Er mwyn sicrhau datblygiad o'u Datganiad Polisi Cyfleoedd Cyfartal gan ProMo-Cymru ac er mwyn cynnig gwybodaeth hanfodol arall os cewch eich penodi, gofynnir i chi gyflwyno’r wybodaeth ganlynol drwy dicio’r blychau priodol a thrwy lenwi’r manylion y gofynnir amdanynt. Caiff y wybodaeth ei thrin yn gyfrinachol ac ni chaiff ei defnyddio yn y broses ddethol.In order to ensure ProMo-Cymru’s continued development of its declared Equal Opportunity Policy Statement and to provide other essential information if you are appointed, you are asked to provide the following information by ticking the appropriate boxes and completing the details requested. The information will be treated as confidential and will not be used in the selection process. |
| Ticiwch un blwch yr un ym mhob adran // Please tick one box only in each section1. **TARDDIAD ETHNIG** // **ETHNIC ORIGIN:**

**GWYN // WHITE**- Prydeinig // British- Gwyddelig // Irish- Ewropeaidd // European- Cefndir Gwyn arall // Any additional White background  Rhowch fanylion // Please specify**ASIAIDD // ASIAN**- Prydeinig // British- Pacistani // Pakistani- Bangladeshi // Bangladeshi- Indiadd // Indian - Cefndir Asiaidd arall // Any additional Asian background Rhowch fanylion // Please specify DU // BLACK- Prydeinig // British- Affricanaidd // African- Caribiaidd // Caribbean - Cefndir Du arall //Any additional Black background  Rhowch fanylion // Please specify TSIEINEAIDD NEU DDWYRAIN PELL ARALL // CHINESE OR OTHER FAR EASTERN1. - Prydeinig // British

- Chinese/Tsieineaidd- Korean/Coreaidd- Japanese/Japaneaidd- Vietnamese/Fietnamaidd**-** Cefndir Tsieineaidd neu Ddwyrain Pell arall // Any additional Chinese or Far Eastern background Rhowch fanylion // Please specify**HIL CYMYSG // MIXED RACE**- Gwyn a Du Caribiaidd // White and Black Caribbean- Gwyn a Du Affricanaidd // White and Black African- Gwyn ac Asiaidd // White and Asian- Cefndir Hil Cymysg arall //  Any additional Mixed Race background  Rhowch fanylion // Please specifyUnrhyw gefndir na restrwyd eisoes //Any additional background, not already listedRhowch fanylion // Please specify |
|  |  |  |  |  |
| **B. RHYW -** Ydych chi’n: **GENDER -** Are you:   | BenywFemale | GwrywMale | Beth yw eich dewis o ran teitl?Miss, Ms, Dr, Arall, Manylwch:How do you wish to be addressed?Miss, Ms, Dr, Other, Please Specify: |  |
|  |  |  |  |  |
| C. DYDDIAD GENI // DATE OF BIRTH |  |  |  |  |
|  |  |  |  |  |
| 1. RHIF YSWIRIANT GWLADOL // NATIONAL INSURANCE NUMBER
 |  |  |  |  |  |  |  |  |  |
|  |
| E. ANABLEDD // DISABILITYBydd ProMo-Cymru yn cynnig pob anogaeth i unrhyw ymgeisydd sydd ag anabledd a byddwn yn cynnig cyfweliad i bob ymgeisydd anabl sy’n bodloni meini prawf hanfodol y fanyleb berson.ProMo-Cymru wishes to give every encouragement to disabled job applicants and will offer an interview to all disabled candidates who meet the essential requirements of the person specification.Oes anabledd gennych chi // Do you have a disability: NAC OES // NO OES // YES*Diffiniad Anabledd yn unol â'r Ddeddf Gwahaniaethu ar Sail Anabledd 1995 - naill ai nam corfforol neu feddyliol, sydd yn cael effaith andwyol tymor-hir ar allu person i gyflawni gweithgaredd arferol o ddydd i ddydd (a.1.2)**Definition of Disability as defined by the Disability Discrimination Act 1995 – either a physical or mental impairment, which has a substantial long-term adverse effect on a person’s ability to carry out normal day to day activities (s.1.2.)* |
|  |
| Rhowch enw’r cyhoeddiad lle gwelsoch chi’r hysbyseb am y swydd hon, neu nodwch sut cawsoch wybod amdani. // Please give the name of the publication in which you saw this post advertised, or otherwise indicate how it was brought to your attention. |  |
|  |