

Cymdeithas Llywodraeth Leol Cymru

Welsh Local Government Association

**Ffurflen gais**

**Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **CAIS AM SWYDD**  **Peidiwch â chynnwys CV** | | **APPLICATION FOR EMPLOYMENT**  **Please do not include CV’s** | |
| Fe fydd WLGA yn croesawu ceisiadau yn y Gymraeg neu’r Saesneg. Defnyddiwch deipysgrif neu brif lythrennau. | | The Association welcomes applications in English or Welsh. Please complete in typescript or block capitals. | |
| Enw'r swydd  **Post applied for** |  | | |
| Manylion personol  **Personal Details** | | | |
| Cyfenw  **Surname** |  | | |
| Enw(au) bedydd **Forename (s)** |  | | |
| Cyfeiriad post  **Full postal address** |  | | |
| Côd post  **Post Code** |  | | |
| Ffôn (gartref)  **Home Telephone** |  | | |
| Ffôn (gwaith)  **Work Telephone** |  | | |
| Cyfeiriad ebost  **E- mail address** |  | | |
| Cyflogwr  **Employer** |  | | |
| Oes modd cysylltu â chi yn y gwaith?  **May we contact you at work** | | | Oes/Nac oes  **Yes / No** |
| Os ydych chi'n gweithio ym maes llywodraeth leol ar hyn o bryd, pryd dechreuodd eich gwasanaeth parhaol?  **If you currently work in local government please specify continuous service start date.** | | |  |
| Oes trwydded yrru gyda chi?  **Do you have a current driving licence?** | | | Oes/Nac oes  **Yes / No** |
| Os yn llwyddiannus, a allech chi nodi a ydych chi'n dymuno cael eich penodi'n weithiwr neu'n secondai?  **If successful, please could you indicate if you wish to be appointed as an employee or secondee?** | | |  |

|  |  |
| --- | --- |
| **SWYDD BRESENNOL** | **PRESENT EMPLOYMENT** |

|  |  |
| --- | --- |
| Cyflogwr  **Employer** |  |
| Enw'r swydd  **Post Held** |  |
| Dyddiad eich penodi  **Date of Appointment** |  |
| Eich gradd a'ch cyflog cyfredol  **Grade and Current Salary** |  |
| Faint o rybudd sydd i'w roi?  **Notice Required** |  |

|  |  |
| --- | --- |
| Disgrifiad o'ch dyletswyddau  **Description of Duties** | |
| **MANYLION EICH PROFIAD PERTHNASOL** | **DETAILS OF RELEVANT EXPERIENCE** |
| Gan ddefnyddio’r manyleb person wrth ymateb, darparwch fanylion am eich profiad perthnasol a’r rhinweddau y byddech chi’n dod i’r swydd pe byddech chi’n cael eich hapwyntio. | Using the person specification to inform your response please provide details of your relevant experience and the attributes you would bring to the job if appointed. |
|  | |

|  |  |
| --- | --- |
| **SWYDDI A PHROFIAD BLAENOROL (GAN GYNNWYS GWAITH WNAETHOCH CHI HEB GYFLOG, LLE BO'N BRIODOL)** | **PREVIOUS EMPLOYMENT AND WORK EXPERIENCE (YOU MAY WISH TO INCLUDE PERIODS OF UNPAID WORK)** |

|  |  |  |  |
| --- | --- | --- | --- |
| Enw a chyfeiriad y cyflogwr a natur y busnes  **Name and Address**  **of Employer and**  **Nature of Business** | Enw'r swydd  **Post Held** | Am faint o flynyddoedd y buoch chi yno?  **Length of Time in Post (no of years)** | Rheswm dros adael  **Reason for**  **Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **HYFFORDDIANT YCHWANEGOL / CYMWYSTERAU ARBENIGOL** | **FURTHER TRAINING AND PROFESSIONAL QUALIFICATIONS** |

|  |  |
| --- | --- |
| Ysgol/coleg/cyrsiau gohebu ac ati  **College/University/Correspondence Courses Etc.** | Arholiadau llwyddiannus  **Examinations Passed** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **ADDYSG AMSER LLAWN** | **FULL TIME EDUCATION** |

|  |  |
| --- | --- |
| Ysgol/Coleg/Prifysgol  **School/College/University** | Arholiadau llwyddiannus  **Examinations Passed** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **GEIRDA** | **REFERENCES** |
| Rhowch enw a chyfeiriad dau o bobl (gan gynnwys eich cyflogwr presennol neu fwyaf diweddar) sy'n gallu rhoi geirda ar gyfer eich cais ac sy'n fodlon ichi gyflwyno eu henwau. Os nad ydych chi wedi gweithio ers gadael yr ysgol neu'r coleg, rhowch fanylion rhywun yn eich ysgol neu'ch coleg diwethaf a alla roi geirda. | Please give the names and addresses of two referees (including your present/most recent employer) who are able to provide references in support of your application and who have given permission for their names to be given. If you have not worked since leaving school/college, please give details of someone at your last school/college who can be contacted for a reference. |

|  |  |
| --- | --- |
| **Cyflogwr presennol / mwyaf diweddar (neu rywun yn eich ysgol / coleg diwethaf)** | **Present/Most Recent Employer (or contact at last school/college attended)** |

|  |  |
| --- | --- |
| Enw  **Name** |  |
| Cyfeiriad  **Address** |  |
| Ebost  **Email** |  |

|  |  |
| --- | --- |
| **Ail ganolwr** | **Second Referee** |

|  |  |
| --- | --- |
| Enw  **Name** |  |
| Cyfeiriad  **Address** |  |
| Ebost  **Email** |  |

|  |  |
| --- | --- |
| **PWYSIG: Dim ond os ydych chi wedi llwyddo yn y cyfweliad y gofynnwn ni am eirda.**  Rwy'n datgan bod yr wybodaeth sydd yn y ffurflen yma yn gywir hyd y gwn i. Rwy'n deall y bydd modd dileu fy nghais ac unrhyw gytundeb sy'n deillio ohono os daw i'r amlwg imi roi gwybodaeth ffug. | **IMPORTANT: References will be sought only if you are successful at interview.**  I hereby declare that, to the best of my knowledge, the information contained in this form is correct. I understand that giving false information may lead to my disqualification and render any subsequent employment contract void. |

|  |  |
| --- | --- |
| Llofnod  **Signed** |  |
| Dyddiad  **Date** |  |



Ffurflen Monitro Cydraddoldebau

Equalities Monitoring Form

Cymdeithas Llywodraeth Leol Cymru

Welsh Local Government Association

**Communications and Public Affairs Manager**

**Information Pack**

**Closing Date: x July 2019**

**Interview Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| Rydyn ni wedi ymrwymo i gyfleoedd cyfartal. I fonitro effeithiolrwydd ein polisïau, fe fydden ni'n ddiolchgar pe gallech chi ateb y cwestiynau isod. Mae’r wybodaeth hon yn gyfrinachol, a dim ond i ddibenion monitro y byddwn ni'n ei defnyddio. Fe fyddwn ni'n ei thynnu oddi wrth y ffurflen gais a'i rhoi o'r neilltu cyn paratoi'r rhestr fer. | | We are fully committed to equality of opportunity. In order to monitor the effectiveness of our policy, we would be grateful if you could answer the following questions. This information is confidential and used solely for monitoring purposes and is separated from the application form on receipt before short listing takes place. | |
| Mae pob cwestiwn yn ddewisol. Gadewch unrhyw rai nad ydych chi am eu hateb. | | All questions are optional. Please leave blank any that you prefer not to answer. | |
|  | |  | |
| **Rhyw** |  | | **Gender** |
| * Gwryw |  | | * Male |
| * Benyw |  | | * Female |
|  |  | |  |
| **Ydych chi'n perthyn i'r rhyw hwn ers eich geni? (Dim ond un blwch sydd i'w dicio)** |  | | **Is your gender identity the same as the gender you were assigned at birth? (Please tick one box only)** |
| * Ydw |  | | * Yes |
| * Nac ydw |  | | * No |
|  |  | |  |
| **Tras - Byddwn yn disgrifio fy nhras fel a ganlyn: (Ticiwch y blwch priodol)** |  | | **Ethnic Origin - I would describe my ethnic origin as: (Please tick relevant box)** |
| **Croenwyn** |  | | **White** |
| * Prydain |  | | * British |
| * Cymru |  | | * Welsh |
| * Lloegr |  | | * English |
| * Yr Alban |  | | * Scottish |
| * Iwerddon |  | | * Irish |
| * Unrhyw gefndir croenwyn arall (Nodwch) |  | | * Any other White background (Please state) |
|  |  | |  |
| **Cefndir cymysg** |  | | **Mixed Background** |
| * Gwyn a du – Môr y Caribî |  | | * White and Black Carribean |
| * Gwyn a du – Affrica |  | | * White and Black African |
| * Gwyn ac Asiad |  | | * White and Asian |
| * Unrhyw gefndir cymysg arall (Nodwch) |  | | * Any other Mixed Background (Please state) |
|  |  | |  |
| **Asiad neu Asiad o Gymru/Lloegr/Iwerddon/Yr Alban/Prydain** |  | | **Asian or Asian Welsh/English/Irish/Scottish/British** |
| * India |  | | * Indian |
| * Sîc |  | | * Sikh |
|  |  | |  |
| * Gwlad Bangla |  | | * Bangladeshi |
| * Pacistan |  | | * Pakistani |
| * Unrhyw gefndir arall o Asia (Nodwch) |  | | * Any other Asian Background (Please state) |
|  |  | |  |
| **Tras groenddu neu dras groenddu o Gymru/Lloegr/Iwerddon/Yr Alban/Prydain** |  | | **Black or Black Welsh/English/Irish/Scottish/British** |
| * Môr y Caribî |  | | * Carribean |
| * Affrica |  | | * African |
| * Unrhyw gefndir croenddu arall (Nodwch) |  | | * Any other Black Background (Please state) |
|  |  | |  |
| **Grŵp Tsieineaidd neu Grŵp Ethnig Arall** |  | | **Chinese or Other Ethnic Group** |
| * Tseiniaidd |  | | * Chinese |
| * Arall (Nodwch) |  | | * Other (Please state): |
|  |  | |  |
| **Anabledd: (Ein diffiniad o anabledd yw nam ar y corff neu'r meddwl sy'n effeithio'n fawr ar eich gweithgareddau bob dydd am o leiaf 12 mis.)** |  | | **Disability: (Disability is defined as a physical or mental impairment which has substantial and long term effect, lasting at least 12 months on day to day activities)** |
| **Ydych chi'n eich ystyried eich hun yn anabl?** |  | | **Do you identify as a disabled person?** |
| * Nac ydw |  | | * No |
| * Ydw (nodwch) |  | | * Yes (please specify below) |
| * Defnyddio cadair olwynion |  | | * Wheelchair user |
| * Anawsterau dysgu |  | | * Learning impairment /difficulties |
| * Nam ar y clyw |  | | * Hearing Impaired |
| * Anawsterau o ran symud |  | | * Mobility Impaired |
| * Nam ar y lleferydd |  | | * Speech Impaired |
| * Nam ar y golwg |  | | * Visually Impaired |
| * Anabledd arall (nodwch) |  | | * Other (please specify) |
|  |  | |  |
| **Pe bai WLGA yn eich gwahodd chi i gyfweliad, fyddai angen unrhyw drefniadau arbennig ar ei gyfer?** |  | | **Are there any arrangements you need the WLGA to make if you were to be interviewed?** |
| * Byddai |  | | * Yes |
| * Na fyddai |  | | * No |
|  |  | |  |
| **Tueddfryd rhywiol** |  | | **Sexual Orientation** |
| * Gwahanrywiol |  | | * Heterosexual |
| * Hoyw/lesbiad |  | | * Gay or lesbian |
| * Deurywiol |  | | * Bisexual |
| * Arall |  | | * Other |
|  |  | |  |
| **Crefydd** |  | | **Religion** |
| **Beth yw'ch crefydd chi?** |  | | **What is your religion?** |
| * Dim crefydd |  | | * No religion |
| * Cristion (pob enwad) |  | | * Christian (all denominations) |
| * Bwdist |  | | * Buddhist |
| * Hindŵ |  | | * Hindu |
| * Iddew |  | | * Jewish |
| * Mwslim |  | | * Muslim |
| * Sîc |  | | * Sikh |
| * Unrhyw grefydd arall (nodwch) |  | | * Any other religion (please specify) |
|  |  | |  |
| **Iaith** |  | | **Language** |
| **Allwch chi ddeall, siarad neu ysgrifennu Cymraeg? Ticiwch bob blwch perthnasol** |  | | **Can you understand speak, read or write Welsh? Choose all that apply** |
| * Deall Cymraeg ar lafar |  | | * Understand spoken Welsh |
| * Siarad Cymraeg |  | | * Speak Welsh |
| * Darllen Cymraeg |  | | * Read Welsh |
| * Ysgrifennu Cymraeg |  | | * Write Welsh |
| * Dim o'r uchod |  | | * None of the above |
|  |  | |  |
| **Beth yw'ch prif iaith?** |  | | **What is your main language?** |
| * Saesneg |  | | * English |
| * Cymraeg |  | | * Welsh |
| * Arall (nodwch) |  | | * Other (please specify) |
|  |  | |  |
| Mae Cymdeithas Llywodraeth Leol Cymru wedi ymrwymo i gydraddoldeb – Mae modd rhannu pob swydd oni nodir fel arall. |  | | The Welsh Local Government Association is committed to Equality - All posts are open to Job Share unless otherwise stated. |