Cais am Gyflogaeth / Application for Employment

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| **Swydd Y Ceisir Amdani /**  ***Position Applied For*** | | |  | | | | | | | | | | | |
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| 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.* | | | | | | | |  | | | | | | |
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| 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:* | | |  | | | | | | | | | | | |
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| Swydd Bresennol Neu'r Swydd Ddiweddaraf / *Present or Most Recent Employment* | | | | | | | | | | | | | | |
| 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/eisiau gadael a chyfnod rhybudd /  *Reason for leaving/ wishing to leave & notice period* | | | |
| O / *From* | Hyd / *To* |
| Date | Date |  | |  | | | | | | |  | | | |
|  | | | | | | | | | | | | | | |
| 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* |
| Date | Date |  | |  | | | | | | |  | | | |
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| Date | Date |  | |  | | | | | | |  | | | |
| **Gallwch barhau ar ddalen ychwanegol os bydd angen / *Please continue on a separate sheet if necessary*** | | | | | | | | | | | | | | |
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| 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* |
| Date | Date |  | | | | |  | | | | | | | |
| Date | Date |  | | | | |  | | | | | | | |
| Date | Date |  | | | | |  | | | | | | | |
| Date | Date |  | | | | |  | | | | | | | |
| **Cymwysterau eraill neu gyrsiau hyfforddi a ddilynwyd /**  ***Other qualifications gained or training undertaken*** | | | | |  | | | | | | | | | |
| **Gwybodaeth o'r Gymraeg /**  ***Knowledge of Welsh*** | | | | |  | | | | | | | | | |
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| Sgiliau Ymarferol (Gan Gynnwys Sgiliau Cyfrifiadurol) /  *Practical Skills (Including IT Skills, Language Skills etc.)* | | | | | | | | | | | | | | |
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| **Gallwch barhau ar ddalen arall os mynnwch / *Continue on a separate sheet if necessary*** | | | | | | | | | | | | | | |
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| 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.* | | | | | | | | | | | | | | |
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| Gallwch barhau ar ddalen arall os mynnwch / *Continue on a separate sheet if necessary* | | | | | | | | | | | | | | |
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| Diddordebau / *Interests* | | | | | | | | | | | | | | | |
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| 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:* | |  | | | | | | | | | | | | | |
| E-bost /  *E-mail:* | |  | | | | | | | | | | | | | |
| Cyfeiriad /  *Address:* | |  | | | | | | | | | | | | | |
| Côd Post /  *Post Code:* | |  | | Rhif Ffôn /  *Tel. No:* | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| 2 | Enw /  *Name:* |  | | | | | | | | | | | | | |
| Swydd /  *Position:* | |  | | | | | | | | | | | | | |
| E-bost /  *E-mail:* | |  | | | | | | | | | | | | | |
| Cyfeiriad /  *Address:* | |  | | | | | | | | | | | | | |
| Côd Post /  *Post Code:* | |  | | Rhif Ffôn /  *Tel. No:* | | |  | | | | | | | | |
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| **Eraill / *Other*** | | | | | | | | | | | | | | | |
| A ydych wedi ceisio am swydd gyda CBAC o'r blaen? *Have you previously applied for a post at 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?* | | | |  | | | | | | | | | | | |
| Ble gwelsoch y swydd hon wedi ei hysbysebu?  *Where did you see this post advertised?* | | | |  | | | | | | | | | | | |
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| **Gwrthdaro Buddiannau / *Conflicts of Interest*** | | | | | | | | | | | | | | | |
| Gofynnir i chi ddatguddio’r canlynol / *Please disclose:* | | | | | | | | | | | | | | | |
| P'un a ydych, hyd y gwyddoch, yn gysylltiedig ag unrhyw aelod o Fwrdd y Cyfarwyddwyr neu aelod o staff CBAC?  *Whether, to your knowledge, you are related to any member of the Board of Directors or staff member of WJEC?* | | | | | | | | |  | **Ydw /**  ***Yes*** | | |  | | **Nac Ydw / *No*** |
| P'un a oes gennych, hyd y gwyddoch, unrhyw berthynas deuluol neu fusnes â CBAC, unrhyw aelod o Fwrdd y Cyfarwyddwyr neu aelod o staff?  *Whether, to your knowledge, you have any family or business relationships with WJEC, any member of the Board of Directors or staff member?* | | | | | | | | |  | **Oes /**  ***Yes*** | | |  | | **Nac Oes / *No*** |
| P'un a ydych yn dal unrhyw benodiadau neu gomisiynau gyda CBAC neu unrhyw gorff neu sefydliad arall neu a ydych yn ymwneud â sefydliadau neu grwpiau allanol a allai arwain at wrthdaro buddiannau?  *Whether you hold any appointments or commissions with WJEC or any other body or organisation or have involvement with outside organisations or groups that might lead to a conflict of interest?* | | | | | | | | |  | **Ydw /**  ***Yes*** | | |  | | **Nac Ydw / *No*** |
| Os ydych wedi ateb yn gadarnhaol i unrhyw un o'r uchod, rhowch fanylion pellach isod: /  *If you have answered yes to any of the above, please provide further details below:* | | | | | | | | | | | | | | | |
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| 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* |
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| 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.cbac.co.uk/media/vxsn25kc/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/media/0dvmapud/job-applicant-privacy-notice-compliant-with-the-gdpr.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*** |
|  | | | | | | | | | | | | | | | |
| Datganiad / *Declaration* | | | | | | | | | | | | | | | |
| 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*:** | | | | 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*** | | | | | | | | | | | | | | | |