

**CAIS AM SWYDD**

Gallwch ddefnyddio Cymraeg neu Saesneg.

Dylech ddefnyddio inc du neu deip.

Cysylltwch â'r Gwasanaeth Addysg os ydych angen y ffurflen mewn dull arall.

**APPLICATION FOR EMPLOYMENT**

You may use Welsh or English.

Please use black ink or type.

Please contact the Education Service if you need this form in a different format.

**1. Enw'r Swydd / Job Title:**

**2. Manylion Personol / Personal Details**

Mr/Mrs/Miss: ..... Cyfenw/Surname: .....

Enw(au) Cyntaf/First Name(s): .....

Cyfeiriad/Address: .....

.....Côd Post/Post Code: .....

Rhif Ffôn/Tel. No: .....

Symudol/Mobile: .....

Cyfeiriad E-bost/E-mail Address:.....

Rhif Cyfeirnod DFES/DFES Reference No.: .....

**Trefniadau Anwytho Athrawon/Induction Arrangements for Teachers**

A ydych wedi cwblhau eich cyfnod anwytho (Os yn berthnasol)/Is your induction period completed (If applicable)? **Do/Naddo** **Yes/No**

Os Na, nodwch y cyfnod sy'n weddill os gwelwch yn dda/If No, please indicate period that is outstanding: .....

A ydych yn siarad Cymraeg?/Do you speak Welsh? **Yn rhugl/Fluently**  **Ail iaith/Second Language**   
**Ychydig/Slight**  **Dim o gwbl/Not at all**

A ydych yn gallu dysgu trwy gyfrwng y Gymraeg?/Are you able to teach through the medium of Welsh? **Ydwyf/Nac Ydwyf: Yes/No**

**3. Swydd bresennol neu ddiwethaf/Present or most recent post**

Swydd Bresennol (teitl)/Present Post (title):.....

Enw a Chyfeiriad man gwaith (gan gynnwys côd post)/Name and Address of workplace (including post code):  
.....

Cyflog a Phwynt/Salary and Point: .....

Dyddiad eich Penodiad/Date appointed: .....

Math o Ysgol gan gynnwys Un Rhyw/Cymysg/Type of School including Single Sex/Mixed: .....

Enw'r Cyflogwr/Name of Employer: .....

Disgrifiad byr o'ch dyletswyddau/ Brief description of duties: .....

**Os yn berthnasol i'ch swydd/If appropriate to your post:**

Nifer Discyblion/No. On Roll: .....

Ystod Oedran/Age Range: .....

Ystod Oedran Ddysgwyd/Age Range Taught: .....

| 4. Addysg Uwchradd/Secondary Education |        |  |   |
|--|--------|--|---|
| O/From                                 | Hyd/To | Ysgol(ion) Uwchradd a fynychwyd/<br>Secondary School(s) Attended | Cymwysterau gan nodi'r pwnc a'r radd/<br>Qualifications with subject and grade achieved |
|  |        |  |   |

| 5. Manylion am Gymwysterau Academaidd a Phroffesiynol/Details of Academic and Professional Qualifications |        |   |  |                            |  |  |  |
|---|--------|---|--|----------------------------|--|--|--|
| Dyddiad   | Dates  | Enw'r<br>Dyfarniad/<br>Title of Award<br>(e.g. B.Ed.) | Dosbarth y<br>Cymhwyster/<br>Class of<br>Qualification | Prif Bwnc/<br>Main Subject | Pynciau<br>Ategol/<br>Subsidiary<br>Subjects | Coleg a Fynychwyd/<br>College Attended | Llawn neu<br>Rhan Amser/<br>Full or<br>Part Time |
| O/From  | Hyd/To |   |  |                            |  |  |  |
|   |        |   |  |                            |  |  |  |

| 6. Cyrsiau a fynychwyd dros 5 mlynedd diwethaf/Courses attended over last 5 years |                              |  |              |
|---|------------------------------|--|--------------|
| Teitl/Title   | Corff Trefnu/Organising Body | Dyddiad (mis a'r flwyddyn)/<br>Date (month and year) | Hyd/Duration |
|   |                              |  |              |

| 7. Aelodaeth o Gyrrff Proffesiynol/Membership of Professional Bodies |   |   |
|--|---|---|
| Enw'r Corff Proffesiynol/<br>Name of Professional Body               | Dosbarth yr Aelodaeth/<br>Class of Membership | Blwyddyn yr Etholiad a Rhif Aelodaeth/<br>Year of Election and Membership No. |
|  |   |   |

| 8. Hyfforddiant Arbenigol/Specialised Training<br>(Technegol, Proffesiynol neu Alwedigaethol e.e. Cymorth Cyntaf, TGCh, Gwaith Ieuenctid a.y.y.b.)<br>(Technical, Professional or Occupational e.g. First Aid, ICT, Youth Work etc.) |
|--|
|  |

| 9. Profiad Dysgu Blaenorol/Previous Teaching Experience |   |  |   |          |   |  |
|---|---|--|---|----------|---|--|
| Dyddiad Penodiad/<br>Date of Appointment                | Dyddiad Ymadawiad/<br>Date of Termination | Enw a'r mathoYsgol/<br>Name and type of School | Nifer Disgyblion/<br>Approx. Number on Roll | AALI/LEA | Oed y plant a ddysgwyd gennych/<br>Age of pupils taught | Teitl Swydd a pha unai Llawn neu Rhan Amser Parhaol neu Dros Dro/<br>Post Title and whether Full or Part Time Perm or Temp |
|   |   |  |   |          |   |  |

| 10. Profiad perthnasol oddi allan l'r proffesiwn addysgu/Relevant employment outside the teaching profession |             |                   |                       |
|--|-------------|-------------------|-----------------------|
| Dyddiad O/From   | Date Hyd/To | Cyflogwr/Employer | Enw'r Swydd/Job Title |
|  |             |                   |                       |

**11. Canolwyr/References**

Nodwch enw a chyfeiriad 2 ganolwr. Dylai eich cyflogwrPresennol/diwethaf fod yn un ohonynt, a dylai un o'r ddauGanolwr ddarparu gwybodaeth am eich profiad dysgu. Os ydych yn athro/awes newydd gymhwyso, nodwch enw a chyfeiriad y brifysgol/coleg lle buoch yn astudio. (Ni ddylid defnyddio perthnasau, Cyngorwyr CBS Conwy nac unrhyw aelod o'r Bwrdd Rheoli sy'n gwneud y penodiad fel Canolwyr.)

**1.**  
 Enw/Name: .....

Cyfeiriad/Address: .....

Rhif Ffôn/Tel. No: .....

Email/ Ebst: .....

Pam dewiswyd fel canolwr? Why chosen as a referee?  
 .....

Please provide details of two referees. One must be your current/most recent employer, and one of your two referees must be able to provide a reference of your teaching experience. If you are a newly qualified teacher please give name and address of the university/college at which you studied. (Referees should not be relatives of Councillors of Conwy CBC or be a member of the Governing Body making the appointment).

**2.**  
 Enw/Name: .....

Cyfeiriad/Address: .....

Rhif Ffôn/Tel. No: .....

Email/Ebst: .....

Pam dewiswyd fel canolwr? Why chosen as referee?  
 .....

***Fel arfer ceisir tystlythyrau cyn y cyfweiliad. Os oes gennych unrhyw wrthwynebiad nodwch yma/  
 References will normally be sought prior to interview. If you have any objections to references being sought at this stage, please indicate here:***

.....

**12. Gwybodaeth ychwanegol I gefnogi eich cais/Additional information to support your application**

Amlinellwch y sgiliau a'r profiad 'rydych wedi'u hennill trwy waith taladwy ac/neu waith gwirfoddol, a gweithgareddau eraill a diddordebau sy'n berthnasol i'ch cais ar gyfer y swydd. Cofiwch na fydd CV yn dderbyniol yn lle ffurflen gais. Gallwch gynnwys copi o'ch CV I ategu'r manylion y gofynnir amdanynt ar y ffurflen gais hon (ond nid yn ei lle).

Please outline the skills and experience you have gained through paid and/or voluntary employment and other work activities and interests which are relevant to your application for this vacancy. Please note we will not accept your Curriculum Vitae (CV) instead of this form. You may include a copy of your CV in support (not instead) of your Application Form.

**13. Deddf Diogelu Data 1998**

Mae'r wybodaeth rydych wedi ei nodu ar y ffurflen gais hon yn dod o dan reoliadau Deddf Diogelu Data 1998. Gallwn gopio'r wybodaeth sy'n cael ei rhoi gennych ar y ffurflen hon l'w defnyddio yn ystod y drefn recriwtio. Petaech yn cael eich penodi, bydd y ffurflen yn cael ei defnyddio fel rhan o'ch ffeil bersonol ac er mwyn casglu gwybodaeth gweithlu.

**14. Rhwystro Twyll**

Efallai y byddwn yn defnyddio gwybodaeth ar y ffurflen hon i rwystro a chanfod twill arian cyhoeddus. Gallwn hefyd rannu'r wybodaeth hon, l'r un pwrpas, gyda sefydliadau eraill sy'n trin arian cyhoeddus.

**15. Trwydded Waith**

A ydych angen Trwydded Waith?

**Ydw/Nac ydw**

Os oes gennych Drwydded Waith yn barod beth yw'r dyddiad darfod?

.....

**16. Datgelu Cofnod Troseddol**

Gan eich body n gwneud cais am swydd l weithio gyda phlant, bydd Datgeliad arnoch drwy'r Gwasanaeth Cofnodi Troseddau. Mae'n rhaid l chi nodi manylion unrhyw drosedd, rhybuddion, cerydd a rhybuddion terfynol, ac unrhyw wybodaeth arall allai ddylanwadu ar eich addasrwydd ar gyfer y swydd.

Os nad ydych yn rhoi gwybodaeth berthnasol l ni neu'n rhoi gwybodaeth ffug, gallai hyn arwain at dynnu'r cynnig o swydd yn ôl neu ar ôl eich penodi at garnau disgyblu a diswyddo yn dilyn ymchwiliad.

Nid yw rhoi manylion unrhyw drosedd, rhybudd, cerydd neu rhybudd terfynol nac unrhyw wybodaeth arall o angenrheidrwydd yn golygu na fyddwn yn eich ystyried ar gyfer y swydd. Byddwn yn ystyried eich addasrwydd yn sgil yr holl wybodaeth sydd ar gael.

Rhowch fanylion droseddauac yn y blaen ar y ffurflen sydd ynghlwm.

**17. Cyngor y Gweithlu Addysg**

Nodwch os gwelwch yn dda ei fod yn ofyniad cyfreithiol l athrawon cymwys sy'n dysgu mewn Ysgol a gynhelir, Ysgol arbennig nas gynhelir neu uned gyfeirio disgyblion, fod wedi cofrestru â Chyngor Cyffredinol Addysgu Cymru.

**Data Protection Act 1998**

The information you have given in this application form is covered by the rules and regulations of the Data Protection Act 1998. Information provided by you on this form may be copied for use during the recruitment procedure. If you are appointed, this form will be used as part of your personal employee file and to gather workforce information.

**Prevention of Fraud**

We may use information taken from this form to prevent and detect fraud of public funds. We may also share this information, for the same purposes, with other organisations which handle public funds.

**Work Permit**

Do you require a work permit?

**Yes/No**

If you already hold Work Permit, what is the expiry date?

.....

**Declaration of Criminal Record**

As you are applying for a position which involves working with children, you will need a Disclosure Check through the Criminal Records Bureau. You must give details of any criminal convictions, cautions, reprimands, and final warnings, and any other information that may have a bearing on your suitability for the position.

If you fail to give us relevant information or give false information, this may result in an offer of appointment being withdrawn, or if you are appointed, disciplinary action and dismissal after an investigation.

If you give details of a criminal conviction, caution, reprimand or final warning, and any other relevant information, it does not mean that we will not consider you for the position. Your suitability for appointment will be considered in the light of all available information.

Please give details of any criminal convictions etc. on the attached form.

**Education Workforce Council**

Please note that it is a legal requirement for qualified teachers teaching in a maintained school, non-maintained special school or pupil referral unit to be registered with the General Teaching Council for Wales.

**18. Datganiad**

Mae'r wybodaeth a roddwyd gennyf ar y ffurflen hon yn gywir ac yn gyflawn. Rwy'n deal y bydd Gwiriad Datgelu yn cael ei wneud drwy'r Gwasanaeth Cofnodi Troseddau.

Pe buaswn yn methu â rhoi gwybodaeth neu'n rhoi gwybodaeth anghywir, rwy'n deal y gallai hyn arwain at dynnu'r cynnig swydd yn ol neu at gamau disgyblu neu yn ddiweddarach diswyddo.

Rwyn deal y bydd cysylltu a chynghorwyr neu weithwyr eraill yr Awdurdod I ddyllanwadau ar fy nghais yn fy niarddel rhag cael fy mhenodi.

Rwy'n rhoi fy nghaniatad, yn unol a Deddf Diogelau Data 1998, I chi brosesu a chadw'r wybodaeth sydd ar y ffurflen hon.

Llofnod/Signed: .....

***Dychwelwch y ffurflen gais fel a nodir yn yr hysbyseb.***

**Declaration**

The information I have given on this application form is true and complete. I understand that a Disclosure Check will be sought through the Criminal Records Bureau.

I understand that, if I fail to give information, or provide incorrect information, this may result in an offer of appointment being withdrawn or in disciplinary action or dismissal at a later date.

I understand that contacting Councillors or other Council employees to influence my application would disqualify me from appointment.

I give my consent under the Data Protection Act 1998, to you processing and storing the information in this form.

Dyddiad/Date: .....

***Please return your application as directed in the advert for the post***