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| {0>Confidential Employment Application Form<}0{>Ffurflen Gais am Waith - Cyfrinachol<0} |

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| {0>Application identification number (for office use only):<}0{>Rhif adnabyddiaeth y cais (at ddefnydd swyddfa’n unig):<0} |

{0>Please return the completed application form to:<}0{>Dychwelwch y ffurflen gais wedi’i chwblhau at:<0}

{0>Community Foundation Wales, St Andrews House, 24 St Andrews Crescent, Cardiff, CF10 3DD<}0{>Sefydliad Cymunedol Cymru, St Andrews House, 24 St Andrews Crescent, Caerdydd, CF10 3DD<0}

{0>or via email to:<}87{>neu e-bostiwch:<0} {0>info@communityfoundationwales.org.uk<}0{>info@communityfoundationwales.org.uk<0}

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| 1. {0>Vacancy Details<}0{>Manylion y Swydd Wag<0}
 |
| {0>Position applied for<}96{>Y swydd yr ymgeisir amdani<0} |  |
| {0>Closing date<}100{>Dyddiad cau<0} |  |
| {0>Job Reference Number (if applicable)<}0{>Cyfeirif y Swydd (os yn berthnasol)<0} |  |
| {0>Where did you see this position advertised?<}88{>Ymhle y gwelsoch chi’r swydd hon yn cael ei hysbysebu?<0} |  |

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| 1. {0>Personal Details<}100{>Manylion Personol<0}
 |
| {0>Preferred title (e.g. Mr, Mrs, Miss, Ms, Dr, Prof.)<}0{>Teitl o ddewis (e.e. Mr, Mrs, Miss, Ms, Dr, Yr Athro) <0} |  |
| {0>Forename(s)<}100{>Enw(au) cyntaf<0} |  | {0>Surname<}100{>Cyfenw<0} |  |
| {0>Home Address<}100{>Cyfeiriad Cartref<0} |  |
| {0>Home Telephone<}100{>Ffôn Gartref<0} |  | {0>Mobile<}100{>Symudol<0}  |  |
| {0>Email Address<}100{> Cyfeiriad E-bost <0} |  |

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| {0>Do you have a current right to work in the UK?<}0{>Oes gennych chi hawl i weithio yn y DU ar hyn o bryd?<0}  | {0>Yes ☐ No ☐<}81{>Oes Nac oes<0} |

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| {0>Do you require reasonable adjustments to enable your access to an interview, should you be shortlisted?<}0{>A ydych chi angen addasiadau rhesymol i’ch galluogi i ddod i gyfweliad, os byddwch chi ar y rhestr fer?<0}  | {0>Yes ☐ No ☐<}81{>Oes Nac oes<0} |
| {0>If yes, what reasonable adjustments do you require?<}0{>Os ‘oes’, pa addasiadau rhesymol fyddwch chi eu hangen?<0} |
| 1. {0>Qualifications, Training and Development<}0{>Cymwysterau, Hyfforddiant a Datblygiad<0}
 |
| {0>Please list the name of the qualifications, training and development courses you have attended; that are relevant to your application.<}0{>Rhestrwch enwau'r cymwysterau, yr hyfforddiant a’r cyrsiau datblygu rydych wedi’u mynychu; sy’n berthnasol i’ch cais.<0} |
| {0>Title of qualification or course, including grades if applicable<}0{>Teitl y cymhwyster neu’r cwrs, gan gynnwys graddau, os yn berthnasol<0} | {0>Date Awarded/ Completed<}0{>Dyddiad Dyfarnu / Cwblhau<0} |
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| 1. {0>Membership of Professional Bodies<}100{>Aelodaeth o Gyrff Proffesiynol<0}
 |
| {0>Please provide details:<}98{>Rhowch fanylion:<0}  |

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| 1. {0>Language Skills<}100{>Sgiliau Iaith<0}
 |
| {0>I am able to:<}0{>Rwy’n gallu:<0} | {0>Understand<}100{>Deall<0} | {0>Speak<}78{>Siarad<0} | {0>Read<}75{>Darllen<0} | {0>Write<}100{>Ysgrifennu<0} |
| {0>Welsh<}100{>Cymraeg<0} | {0>☐<}0{>☐<0} | {0>☐<}100{>☐<0} | {0>☐<}100{>☐<0} | {0>☐<}100{>☐<0} |
| {0>English<}100{>Saesneg<0} | {0>☐<}100{>☐<0} | {0>☐<}100{>☐<0} | {0>☐<}100{>☐<0} | {0>☐<}100{>☐<0} |
| {0>Other:<}100{>Arall:<0} {0>(Please Specify)<}100{>(Nodwch)<0} | {0>☐<}100{>☐<0} | {0>☐<}100{>☐<0} | {0>☐<}100{>☐<0} | {0>☐<}100{>☐<0} |

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| 1. {0>General<}100{>Cyffredinol<0}
 |
| {0>Full Valid Driving Licence ☐ Use of car ☐<}0{>Trwydded Yrru Ddilys Lawn ☐ Defnyddio car ☐<0} |

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| 1. {0>Current or Most Recent Employment<}92{>Swydd Bresennol neu Fwyaf Diweddar<0}
 |
| {0>Name of employer<}95{>Enw’r cyflogwr<0}  |  |
| {0>Address of employer<}100{>Cyfeiriad y cyflogwr<0} |  |
| {0>Job title<}100{>Teitl swydd<0} |  | {0>Date appointed to post<}97{>Dyddiad y penodwyd i’r swydd:<0} |  |
| {0>Brief description of duties<}100{>Disgrifiad byr o’ch dyletswyddau<0} |  |
| {0>Reason for leaving<}100{>Rheswm dros adael<0} |  | {0>Period of notice required<}0{>Cyfnod o rybudd gofynnol<0} |  |

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| 1. {0>Employment History<}96{>Hanes Cyflogaeth<0}
 |
| {0>Please give a summary of all other employment (including previous posts held with your present or most recent employer) starting with the most recent first.<}0{>Rhowch grynodeb o’r holl swyddi eraill (gan gynnwys unrhyw swyddi eraill gyda’ch cyflogwr presennol neu fwyaf diweddar) gan ddechrau gyda’r mwyaf diweddar yn gyntaf.<0} {0>Please continue on a separate sheet (s) if necessary.<}80{>Defnyddiwch ddalen(ni) ychwanegol os bydd angen.<0} |
| {0>Dates<}100{>Dyddiadau<0}{0>From - To<}0{>O - I<0} | {0>Name & location of employer<}0{>Enw a lleoliad y cyflogwr<0} | 1. {0>Job title, b) Brief description of duties<}82{>Teitl y swydd, b) disgrifiad byr o’r dyletswyddau<0}

{0>c) Reason for leaving<}85{>Rheswm dros adael<0} |
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| 1. {0>Employment Related References<}0{>Geirda mewn Perthynas â Chyflogaeth<0}
 |
| {0>Please provide details of two work related referees who will be able to describe your suitability for this post.<}0{>Rhowch fanylion dau ganolwr yn gysylltiedig â gwaith sy’n gallu disgrifio’ch addasrwydd ar gyfer y swydd hon.<0} {0>The first of these should be your present or most recent employer.<}0{>Dylai’r cyntaf o’r rhain fod eich cyflogwr presennol neu fwyaf diweddar.<0} {0>All offers of employment are subject to the company being satisfied with the work references received.<}0{>Mae’r holl gynigion am swydd yn amodol ar fod y cwmni’n fodlon gyda’r geirda gwaith a dderbynnir.<0} {0>\*Please refer to section 10 if you are unable to complete this section due to limited working experience.<}0{>\*Gweler adran 10 os nad ydych yn gallu cwblhau’r adran hon oherwydd profiad gwaith cyfyngedig.<0} |

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|  | {0>1st Referee<}0{>Canolwr 1af<0} |
| {0>Name<}100{>Enw<0} |  |
| {0>Address<}100{>Cyfeiriad<0} |  |
| {0>Telephone number<}100{>Rhif ffôn<0} |  | {0>E-mail<}100{>E-bost<0} |  |
| {0>Position held by referee<}0{>Swydd a ddelir gan y canolwr<0} |  | {0>Employment relationship<}0{>Perthynas waith<0} |  |

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|  | {0>2nd Referee<}99{>2il Ganolwr<0} |
| {0>Name<}100{>Enw<0} |  |
| {0>Address<}100{>Cyfeiriad<0} |  |
| {0>Telephone number<}100{>Rhif ffôn<0} |  | {0>E-mail<}100{>E-bost<0} |  |
| {0>Position held by referee<}100{>Swydd a ddelir gan y canolwr<0} |  | {0>Employment relationship<}100{>Perthynas waith<0} |  |

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| {0>Character Reference<}0{> Geirda Cymeriad <0} |
| {0>If you have not worked before, or if you have recently left full-time education please provide details of someone who can offer a character reference about you.<}0{>Os nad ydych wedi gweithio o’r blaen, neu os ydych chi wedi gadael addysg llawn amser yn ddiweddar, rhowch fanylion rhywun arall sy’n gallu rhoi geirda cymeriad amdanoch chi.<0} |

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|  | {0>Referee<}91{>Canolwr<0} |
| {0>Name<}100{>Enw<0} |  |
| {0>Address<}100{>Cyfeiriad<0} |  |
| {0>Telephone number<}100{>Rhif ffôn<0} |  | {0>E-mail<}100{>E-bost<0} |  |
| {0>Relationship to applicant<}76{>Perthynas i'r ymgeisydd<0} |  |

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| 1. {0>Letter of Application<}0{>Llythyr Cais<0}
 |
| {0>Please read the job description and person specification for the post.<}81{>Cofiwch ddarllen y swydd ddisgrifiad a’r fanyleb person am y swydd.<0} {0>Using the information provided, please complete this section to let us know what skills, talents and abilities you think you can bring to the company and what qualities you have to do the job.<}0{>Gan ddefnyddio’r wybodaeth sydd yn y rhain, cwblhewch yr adran hon a rhowch wybod i ni pa sgiliau, talentau a galluoedd rydych chi’n meddwl a fydd o fantais i’r cwmni a pha rinweddau sydd gennych chi i wneud y swydd.<0} {0>Please note:<}100{>Cofiwch:<0} {0>CV’s will NOT be accepted.<}0{>NI DDERBYNNIR CVau<0} |

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| {0>Data protection statement<}79{>Datganiad gwarchod data<0} |
| {0>All of the information collected in this form is necessary and relevant to the performance of the job applied for.<}0{>Mae’r holl wybodaeth a gesglir yn y ffurflen hon yn angenrheidiol ac yn berthnasol i berfformiad y swydd yr ymgeisir amdani.<0} {0>We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only.<}0{>Byddwn yn defnyddio’r wybodaeth a geir gennych chi ar y ffurflen hon, gan y canolwyr rydych wedi'u nodi a'r sefydliadau addysgiadol y byddwn yn dilysu'ch cymwysterau, at ddibenion recriwtio'n unig.<0} {0>The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.<}0{>Bydd y Cwmni’n ymdrin â’ch gwybodaeth bersonol gyda chyfrinachedd llwyr ac yn unol â'r ddeddfwriaeth gwarchod data gyfredol.<0} {0>We rely on the lawful basis of *[insert lawful basis]* to process the information provided by you in this form.<}0{>Rydym yn dibynnu ar sail cyfreithiol *[mewnosod y sail cyfreithiol]* i brosesu’r wybodaeth a geir gennych ar y ffurflen hon. <0}{0>Should you be successful in your application, the information provided, and further information, which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.<}0{> Os bydd eich cais yn llwyddiannus, bydd yr wybodaeth a gafwyd, a gwybodaeth bellach a fydd yn cael ei gasglu ar yr adeg berthnasol, yn cael ei defnyddio at weinyddu’ch cyflogaeth ac mewn perthynas ag unrhyw her gyfreithiol a allai ddeillio o’n hymarferion recriwtio.<0}{0>For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our website – click here<}0{>I gael rhagor o wybodaeth ynghylch sut y byddwn yn defnyddio’r wybodaeth rydych wedi’i ddarparu, edrychwch ar ein rhybudd preifatrwydd ar gyfer ymgeiswyr swyddi sydd ar gael ar ein gwefan – cliciwch yma<0} |
|  |
| {0>Declaration<}100{>Datganiad<0} |
| {0>I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered.<}0{>Rwy’n cadarnhau fod yr wybodaeth uchod yn gyflawn ac yn gywir ac y bydd unrhyw wybodaeth anwir neu gamarweiniol yn rhoi’r hawl i’m cyflogwr ddod ag unrhyw gyflogaeth a gynigir i ben.<0} {0>I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).<}0{>Rwy’n deall bod unrhyw gynnig o gyflogaeth yn amodol ar fod y Cwmni’n fodlon gyda chanlyniadau cyfres o wiriadau perthnasol gan gynnwys geirda, yr hawl i weithio yn y DU, euogfarnau troseddol, cyfnodau prawf ac adroddiad meddygol (yn unol â gweithredu Deddf Cydraddoldeb 2010).<0}{0>Signed:<}100{>Llofnodwyd:<0}{0>Date:<}100{>Dyddiad:<0} |

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| {0>Application identification number (for office use only):<}100{>Rhif adnabyddiaeth y cais (at ddefnydd swyddfa’n unig):<0} |
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| {0>Equal Opportunities Monitoring Form<}100{>Ffurflen Monitro Cyfleoedd Cyfartal<0} |

{0>Our company recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect.<}0{>Mae’n cwmni’n cydnabod ac yn hyrwyddo’n frwd fanteision gweithlu amrywiol ac mae wedi ymrwymo i drin ein holl weithwyr gydag urddas a pharch.<0}

{0>In accordance with our Equal Opportunities Policy, our company will provide equality of opportunity to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, sex, gender identity, marital status, disability, sexual orientation, religion/belief or age.<}0{>><0}

{0>We have only asked for your name so that monitoring can take place at short listing and appointment stages.<}0{>Rydym wedi gofyn am eich enw er mwyn monitro adeg paratoi’r rhestr fer a phenodi’n unig.<0} {0>The monitoring form does not form part of your application and will therefore be detached from it on receipt, stored separately and will not be available to the selection panel.<}0{>Nid yw’r ffurflen fonitro’n rhan o’ch cais ac felly, bydd yn cael ei dynnu oddi ar y cais wrth ei dderbyn a’i gadw ar wahân ac ni fydd ar gael i’r panel dewis.<0} {0>You can send it separately if you wish.<}0{>Cewch ei anfon ar wahân os dymunwch.<0}

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| 1. {0>Personal Details:<}98{>Manylion Personol<0} {0>Please complete all sections<}78{>Cwblhewch bob adran<0}
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| --- | --- | --- | --- | --- | --- |
| {0>Age<}100{>Oedran<0} | 16-24 [ ]  | 25-29 [ ]  | 30-34 [ ]  | 35-39 [ ]  | 40-44 [ ]  |
|  | 45-49 [ ]  | 50-54 [ ]  | 55-59 [ ]  | 60-64 [ ]  | 65+ [ ]  |
|  | {0>Prefer not to say [ ] <}85{>Gwell gen i beidio â dweud [ ] <0}  |  |

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| {0>What best describes your gender?<}0{>Beth sy’n disgrifio’ch rhywedd orau?<0} | {0>Male [ ] <}87{>Gwryw [ ] <0}  | {0>Female [ ] <}100{>Benyw [ ] <0} | {0>Prefer not to say [ ] <}100{>Gwell gen i beidio â dweud [ ] <0} |
| {0>Prefer to self-describe [ ] <}0{>Gwell gen i hunan ddisgrifio [ ] <0} | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- |
| {0>Is your gender identity the same sex you were assigned at birth?<}79{>A yw eich hunaniaeth rhywedd yr un rhyw ag ar eich genedigaeth? <0} | {0>Yes [ ] <}100{>Ydi [ ] <0} | {0>No [ ] <}100{>Nac Ydi [ ] <0} | {0>Prefer not to say [ ] <}100{>Gwell gen i beidio â dweud [ ] <0} |

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| --- | --- | --- | --- |
| {0>Are you Married or in a Civil Partnership?<}0{>A ydych wedi Priodi neu mewn Partneriaeth Sifil?<0} | {0>Yes [ ] <}100{>Ydw [ ] <0} | {0>No [ ] <}100{>Nac Ydw [ ] <0} | {0>Prefer not to say [ ] <}100{>Gwell gen i beidio â dweud [ ] <0} |

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| 1. {0>Sexual Orientation:<}100{>Cyfeiriadedd rhywiol:<0} {0>Please tick against one of the following<}84{>Ticiwch yn erbyn un o’r canlynol<0}
 |

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| --- | --- | --- | --- |
| {0>Bisexual<}100{>Deurywiol<0} | [ ]  | {0>Gay Man<}100{>Dyn Hoyw<0} | *[ ]*  |
| {0>Gay Woman / Lesbian<}96{>Merch Hoyw / Lesbiad<0} | [ ]  | {0>Heterosexual / Straight<}100{>Heterorywiol / Syth<0} | [ ]  |
| {0>Prefer to self-describe<}0{>Gwell gen i hunan ddisgrifio<0} | [ ]  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | {0>Prefer not to say<}100{>Gwell gen i beidio â dweud<0} | [ ]  |

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| 1. {0>Religion or belief:<}97{>Crefydd neu gred<0}: {0>Please tick against one of the following<}100{>Ticiwch yn erbyn un o’r canlynol<0}
 |

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| --- | --- | --- | --- | --- | --- |
| {0>No religion<}100{>Dim crefydd<0} | [ ]  | {0>Buddhist<}100{> Bwdïaidd <0} | [ ]  | {0>Christian<}100{>Cristion<0} | [ ]  |
| {0>Hindu<}100{>Hindŵ<0} | [ ]  | {0>Jewish<}100{>Iddew <0} | [ ]  | {0>Muslim<}100{> Mwslim <0} | [ ]  |
| {0>Sikh<}100{>Sikh<0} | [ ]  | {0>Other<}100{>Arall<0} ­­­­­ | [ ]  | {0>Prefer not to say<}100{>Gwell gen i beidio â dweud<0} | [ ]  |

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| 1. {0>Ethnic origin:<}100{>Tarddiad ethnig:<0} {0>Please tick against one of the following<}100{>Ticiwch yn erbyn un o’r canlynol<0}
 |

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| --- | --- | --- |
| {0>Asian/<}83{>Asiaidd/<0}{0>Asian British<}0{>Asiaidd Prydeinig<0} | {0>Bangladeshi<}100{>Bangladeshaidd<0} | [ ]  |
| {0>Chinese<}100{>Tsieineaidd<0} | [ ]  |
| {0>Indian<}100{>Indiaidd<0} | [ ]  |
| {0>Pakistani<}100{>Pacistanaidd<0}  | [ ]  |
| {0>Other Asian<}100{>Asiaidd arall<0}  | [ ]  |
| {0>Black/African/Caribbean/<}0{>Du/Affricanaidd/Caribiaidd/<0}{0>Black British<}100{>Du Prydeinig<0} | {0>African<}100{>Affricanaidd<0} | [ ]  |
| {0>Caribbean<}100{>Caribïaidd<0} | [ ]  |
| {0>Other Black<}100{>Du arall<0}  | [ ]  |
| {0>Mixed/<}83{>Cymysg/<0}{0>Multiple Ethnic Groups<}0{>Grwpiau Aml Ethnig<0} | {0>White & Asian<}100{>Gwyn ac Asiaidd<0} | [ ]  |
| {0>White & Black African<}100{>Gwyn a Du Affricanaidd<0} | [ ]  |
| {0>White & Black Caribbean<}100{> Gwyn a Du Caribïaidd <0} | [ ]  |
| {0>Other Mixed<}100{>Cymysg arall<0}  | [ ]  |
| {0>Other Ethnic Group<}100{>Grŵp Ethnig Arall<0} | {0>Arab<}84{>Arabaidd<0} | [ ]  |
| {0>Any Other Ethnic Group<}100{>Unrhyw Grŵp Ethnig Arall<0} | [ ]  |
| {0>White<}100{>Gwyn<0} | {0>English/Welsh/Scottish/Northern Irish/British<}0{>Seisnig/Cymreig/Albanaidd/Gwyddelig y Gogledd/Prydeinig<0} | [ ]  |
| {0>Gypsy or Irish Traveller<}100{>Sipsi neu Deithiwr Gwyddelig<0} | [ ]  |
| {0>Irish<}100{>Gwyddelig<0} | [ ]  |
| {0>Other White<}100{>Gwyn Arall <0} | [ ]  |
| {0>Prefer not to say<}100{>Gwell gen i beidio â dweud<0} |  | [ ]  |

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| 1. {0>Disability:<}100{>Anabledd:<0} {0>Please tick against one of the following<}100{>Ticiwch yn erbyn un o’r canlynol<0}
 |

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| {0>Do you consider yourself to have a disability?<}100{>A ydych yn ystyried fod gennych chi anabledd?<0}{0>You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.<}0{> Rydych yn anabl o dan Ddeddf Gydraddoldeb 2010 os oes gennych nam corfforol neu feddyliol sydd ag effaith negyddol ‘sylweddol’ a ‘hir dymor’ ar eich gallu i ddilyn gweithgareddau dyddiol arferol.<0} {0>Conditions covered may include, for example, severe depression, dyslexia, diabetes, epilepsy and arthritis.)<}0{>Y cyflyrau y gellid eu cynnwys yw, er enghraifft, iselder difrifol, dyslecsia, clefyd siwgr, epilepsi ac athritis.)<0}{0>Yes [ ]  Nac ydw [ ]  Gwell gen i beidio â dweud [ ] <}0{>Ydw [ ]  Nac ydw [ ]  Gwell gen i beidio â dweud [ ] <0}{0>PLEASE NOTE:<}100{>COFIWCH:<0} {0>This information is provided for monitoring purposes only – if you need reasonable adjustments you should arrange these separately.<}0{>Mae’r wybodaeth hon yn cael ei darparu at ddibenion monitro’n unig – os ydych angen addasiadau rhesymol, dylech drefnu hynny ar wahân.<0} |
| 1. {0>Caring:<}91{>Gofalu:<0} {0>Do you have caring responsibilities?<}0{>Oes gennych gyfrifoldebau gofalu?<0}
 |

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| --- |
| {0>If yes, please tick all that apply:<}81{>Os oes, ticiwch bob un perthnasol:<0} |
| {0>No caring responsibilities<}92{>Dim cyfrifoldebau gofalu<0} {0>Primary carer of a child/children (under 18)<}0{>Prif ofalwr plentyn / plant (o dan 18 oed)<0} {0>Primary carer of disabled child/children<}75{>Prif ofalwr plentyn / plant anabl <0} {0>Primary carer of disabled adult (18 and over)<}0{>Prif ofalwr oedolyn anabl (18 a throsodd)<0} {0>Primary carer of older person<}0{>Prif ofalwr person hŷn<0} {0>Secondary carer (another person who assists the primary carer)<}0{>Gofalwr eilaidd (person arall sy’n cynorthwyo'r prif ofalwr)<0} {0>Prefer not to say<}92{>Gwell gen i beidio â dweud<0}  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |

{0>Thank you for completing this form and enabling us to monitor our Equality and Inclusion Policy.<}0{>Diolch i chi am gwblhau’r ffurflen hon ac am ein galluogi i fonitro ein Polisi Cydraddoldeb a Chynhwysedd.<0}