

<p>CAIS am Benodiad i swydd: Application for the Post of:</p>

MANYLION PERSONOL PERSONAL INFORMATION			
Cyfenw: Surname:		Enwau Cyntaf: First Names:	
Teitl/Title Mr/Mrs/Miss/Ms etc			
Cyfeiriad: Address:			
Rhif Ffôn: Cartref Tel No: Home	Rhif Ffôn: Ffôn Symudol Tel No: Mobile	E-bost/Email:	
Trwydded Yrru Ddilys: Valid Driving Licence:	OES/NACOES YES/NO	Perchen Car: Car Owner:	YDW/NAC YDW YES/NO
Gwybodaeth o'r Gymraeg: Knowledge of Welsh:			
Rhif Yswiriant Cenedlaethol: National Insurance Number:			



CYMWYSTERAU ADDYSGOL
EDUCATIONAL QUALIFICATIONS/FORMAL TRAINING

Ysgol Coleg, Prifysgol
School, College, University or Training Facilitator

Cymwysterau
Qualifications/Achievement

Manylion Aelodaeth o Sefydliadau Proffesiynol:
Details of Membership of Professional Institutions:

SWYDD BRESENNOL
PRESENT /MOST RECENT POSITION

Swydd/Post Title:

O/From:

Hyd At/To:

Cyflogwr/Employer:

Cyflog/Salary:

Graddfa Cyflog/Salary Scale:

Hyd y rhybydd/Notice period:

Unrhyw daliadau ychwanegol eraill/
Any other further payments

Disgrifiad byr o'r dyletswyddau a'r cyfrifoldebau/Brief description of duties and responsibilities:

Rheswm dros fod eisiau gadael/Reason for wishing to leave:



SWYDDI BLAENOROL
PREVIOUS APPOINTMENTS/EXPERIENCE

Cyflogwr Organisation	O From	Hyd At To	Swydd Post	Rheswm dros adael Reason for leaving

GAN DDEFNYDDIO'R MEINI PRAWF SYDD YN Y DISGRIFIAD SWYDD, NODWCH FANYLION EICH SGILIAU, GWYBODAETH A PHROFIAD SY'N BERTHNASOL I'R SWYDD HON

USING THE CRITERIA CONTAINED IN THE JOB DESCRIPTION, GIVE DETAILS OF YOUR RELEVANT SKILLS, EXPERIENCE AND KNOWLEDGE APPLICABLE TO THIS POSITION

Large empty rectangular box for providing details of skills, experience, and knowledge.

Cewch barhau ar ddalen arall/Continue on a separate sheet

A gawsoch eich dyfarnu'n euog o drosedd? Do Naddo

Deddf Ailsefydlu Troseddwr 1974

Gofynnir i chi roi sylw gofalus i'r paragraff isod a rhoi unrhyw wybodaeth angenrheidiol adeg y cyfweiliad:

Oherwydd natur y gwaith y gwnewch gais amdano, mae'r swydd hon wedi'i heithrio o ddarpariaethau Adran 4[2] Gorchymyn Troseddwr 1975. Felly, nid oes gan ymgeiswyr yr hawl i gadw nŵl gwybodaeth am gollfarnau syddat ddibenion eraill yn cael eu hystyried "wedi darod" dan ddarpariaeth y Ddeddf.

Bydd unrhyw wybodaeth a roir yn hollol gyfrinachol.

Have you ever been convicted of a criminal offence? Yes No

Rehabilitation of Offenders Act 1974

You are asked to note the following paragraph carefully and give any necessary information at interview:

Because of the nature of the work for which you are applying, this position is exempt from the provisions of Section 4[2] of Rehabilitation of Offenders Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provision of the Act.

Any information given will be completely confidential.

Polisi CAIS yw ymgeisio i'r Swyddfa Cofnodion Troseddol am "Ddatgeliadau Manwl" ar gyfer yr holl ddarpar weithwyr i sicrhau diogelwch ei gleientiaid.
It is the policy of CAIS to apply to the Criminal Records Bureau for 'Enhanced Disclosures' on all prospective employees to ensure the protection of its clients.

ENW A CHYFEIRIAD DAU GANOLWR
(Eich dau gyflogwr mwyaf diweddar ddylai'r rhain fod. Dim ond os nad oes unrhyw gyflogwr blaenorol gennych y dylech chi roi geiradaon personol)

NAME AND ADDRESS OF TWO REFEREES
(These should be your two most recent employers. Personal references should only be given where there are no previous employers)

E-bost/Email:
Ffôn/Tel:

E-bost/Email:
Ffôn/Tel:

(A fyddwch cystal a datgan os oes gennych unrhyw reswm arbennig dros beidio â chynnwys enw eich cyflogwr presennol)
(Will you please state if you have any particular reason for not wishing to include the name of your present employer)



SUT Y CAWSOCH WYBOD AM Y SWYDD YMA?
HOW DID YOU LEARN ABOUT THIS VACANCY?

Awdurdodaf y cwmni i ofyn am eirdaon i gefnogi'r cais hwn unwaith y bydd cynnig wedi'i wneud a'i dderbyn yn llafar. Rhyddhaf y cwmni a'r canolwyr o unrhyw atebolrwydd a achosir trwy roi a derbyn gwybodaeth. Cadarnhaf fod y wybodaeth a roddwyd ar y ffurflen hon, hyd eithaf fy ngwybodaeth, yn gywir ac yn gyflawn. Gall unrhyw ddatganiad ffug fod yn achos digonol dros fy ngwrthod neu, pe'm penodid, i mi gael fy niswyddo.

I authorise the company to obtain references to support this application once an offer has been made and accepted verbally. I release the company and referees from any liability caused by giving and receiving information. I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or if employed, dismissal.

Llofnod yr Ymgeisydd/Signature of Applicant:

Dyddiad/Date:

CEDWIR UNRHYW WYBODAETH A RODDIR YN GWBL GYFRINACHOL.
MAE CAIS YN GYFLOGWR CYFLE CYFARTAL

ANY INFORMATION GIVEN WILL BE COMPLETELY CONFIDENTIAL
CAIS IS AN EQUAL OPPORTUNITIES EMPLOYER



**INVESTORS
IN PEOPLE**



GWYBODAETH YCHWANEGOL
ADDITIONAL INFORMATION

A large, empty rectangular box with a black border, intended for providing additional information.



Equal Opportunities in Employment Policy Monitoring

The company is committed to the successful development of an equal opportunity policy in relation to the recruitment and selection of staff. To assist in the implementation and monitoring of this policy, applicants are requested to provide the information below:

Name: Date of Birth:

Position Applied For:..... Area.....

1. I would describe my race or cultural origin as (please tick one only):

- Asian
- Bangladeshi
- Chinese
- Asian Indian
- White
- Asian Pakistan
- White Irish
- Asian Other (please describe)
- Other (please describe)
- Black African
- Black Caribbean
- Black Other (Please describe)
- Do not wish to state ethnic origin

2. My sex is:

- Male
- Female

3. My age is:

- 16-19
- 20-29
- 30-39
- 40-49
- 50-59
- 60+

4. Are you a person with a disability Yes No

This document will be kept separate from your Application Form. The information you provide will be treated in the strictest confidence and will not be available to interviewers on any appointment panel.

Cyfle Cyfartal wrth Fonitro Polisi Cyflogaeth

Mae'r cwmni yn ymroddedig i ddatblygu polisi cyfle cyfartal llwyddiannus mewn perthynas â recriwtio a dethol staff. Er mwyn cynorthwyo'r broses o weithredu a monitro'r polisi hwnnw, gofynnir i ymgeiswyr ddaparu'r wybodaeth a ganlyn:

Enw: Dyddiad Geni:

Y Swydd yr ydych yn ymgeisio amdani:Ardal:

1. Byddwn yn disgrifio fy hil neu fy nharddiad diwylliannol fel (ticiwch un yn unig, os gwelwch yn dda):

- Asiaidd
- Bangladesaidd
- Tseiniaidd
- Asiaidd Indiaidd
- Gwyn
- Asiaidd Pacistanaidd
- Gwyn Gwyddelig
- Asiaidd Arall (nodwch isod, os gwelwch yn dda)
- Arall (nodwch isod, os gwelwch yn dda)
- Du Affricanaidd
- Du Caribiaidd
- Du Arall (nodwch isod, os gwelwch yn dda)
- Dim eisiau nodi hil ethnig

2. Fy rhyw ydi:

- Gwryw
- Benyw

3 Fy oedran ydy:

- 16-19
- 20-29
- 30-39
- 40-49
- 50-59
- 60+

4. Ydych yn berson ag anabledd? Ydw Nac Ydw

Cedwir y ddogfen hon ar wahân i'ch Ffurflen Gais. Mae'r wybodaeth a roddwch yn gwbl gyfrinachol ac ni fydd ar gael i gyfwelwyr mewn unrhyw banel penodi.