Cais am Swydd Cyngor Bwrdeistref Sirol Conwy

Conwy County Borough Council Job Application

Dychwelwch y ffurflen gais wedi’i llenwi at at [jobs@conwy.gov.uk](mailto:jobs@conwy.gov.uk)

Please return the completed application form to [jobs@conwy.gov.uk](mailto:jobs@conwy.gov.uk)

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| **Manylion Personol** | | **Personal Details** | | | |
| Teitl | Dewisiwch / Please Choose: | | | Title | |
| Enw(au) Cyntaf | Cliciwch yma i nodi testun.  Click here to enter text. | | | Forename(s) | |
| Enw a ffefrir | Cliciwch yma i nodi testun.  Click here to enter text. | | | Preferred name | |
| Cyfenw | Cliciwch yma i nodi testun.  Click here to enter text. | | | Surname | |
| Cyfenw Blaenorol | Cliciwch yma i nodi testun.  Click here to enter text. | | | Previous Surname  (If you have multiple previous surnames, please separate using /) | |
| Cyfeiriad | Cliciwch yma i nodi testun.  Click here to enter text. | | | Address | |
| Cod Post | Cliciwch yma i nodi testun.  Click here to enter text. | | | Postcode | |
| Cyfeiriad e-bost | Cliciwch yma i nodi testun.  Click here to enter text. | | | E-mail Address | |
| Rhif Cyswllt Cartref / symudol | Cliciwch yma i nodi testun.  Click here to enter text. | | | Home / Mobile Telephone | |
| **Manylion y Lleoliad** | | | **Placement Details** | | |
| Dewiswch eich **3** lleoliad gorau o’r rhestr isod. Rhifwch nhw yn ôl blaenoriaeth. | | | Choose your top **3** placements from the list below. Number them by priority. | | |
| Cefnogi Datblygu Economaidd |  | | | Economic Development Support | |
| Cynorthwyydd Gweithrediadau Hamdden |  | | | Leisure Operations Assistant | |
| Swyddog Cymorth Prosiect |  | | | Project Support Officer | |
| Cynorthwyydd Gwarchod y Cyhoedd |  | | | Public Protection Assistant | |
| Gweithiwr Cryfhau Teuluoedd |  | | | Strengthening Families Worker | |
| Swyddog Cefnogi |  | | | Support Officer | |
| Swyddog TG Cynorthwyol Dan Hyfforddiant |  | | | Trainee Assistant IT Officer | |
| Gweithiwr Cychod dan Hyfforddiant |  | | | Trainee Boat Operative | |
| **Gwybodaeth Amrywiol** | | | **Miscellaneous** | | |
| A ydych chi'n gymwys i weithio yn y DU? | Dewisiwch / Please choose: | | | | Are you eligible to work in the UK? |
| Os nad ydych chi'n gymwys i weithio yn y DU rhowch fanylion | Cliciwch yma i nodi testun.  Click here to enter text. | | | | If not eligible to work in the UK please give details |
| Unrhyw ddyddiadau nad ydych ar gael ar gyfer cyfweliad? | Cliciwch yma i nodi dyddiad(au) / click here to enter date(s) | | | | Any dates you are not available for Interview? |
| **Datgan Cysylltiad** | | | **Declaration of Interest** | | |
| Os ydych yn perthyn i neu os oes gennych berthynas agos ag unrhyw Gynghorydd neu weithiwr Cyngor Bwrdeistref Sirol Conwy, rhowch fanylion. e.e. Enw, Teitl Swydd  Defnyddiwch linell newydd ar gyfer pob person. | | | If you are related or have close relationships to any Councillor or employee of Conwy County Borough Council, please give details. i.e. Name, Job Title  Please use a new line for each person. | | |
| Cliciwch yma i nodi testun / Click here to enter text. | | | | | |

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| **Addysg a Hyfforddiant** | **Education & Training** |
| Dywedwch wrthym am eich addysg berthnasol yn y blwch isod, gan gynnwys pynciau, cymwysterau a gradd.  Cofiwch hefyd gynnwys manylion unrhyw hyfforddiant perthnasol rydych chi wedi'i gael sy'n ategu eich cais. | Please tell us about your relevant education in the box below including subjects, qualifications and grade.  Also include details of any relevant training you have undertaken that supports your application. |
| Cliciwch yma i nodi testun  Click here to enter text. | |

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| **Hanes Cyflogaeth / Gwaith Gwirfoddol** | **Employment History / Voluntary Work** |
| Nodwch fanylion eich hanes cyflogaeth ac unrhyw waith gwirfoddol yn llawn, gan ddechrau gyda'ch swydd bresennol neu ddiweddaraf. Mae’n bosibl y byddwn yn cysylltu ag unrhyw gyflogwr blaenorol.  Nid oes angen dyddiad terfyn ar gyfer eich cyflogaeth neu waith gwirfoddol presennol. | Please list the details of your full employment history and any voluntary work, starting with your current or the most recent first. We may contact any previous employer.   You do not require an end date for your current employment or voluntary work. |

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| **Enw Cwmni**  **Company Name** | **Teitl y Swydd**  **Job Title** | **Cyfeiriad**  **Address** | **Dyddiad dechrau cyflogaeth**  **Employment Start Date** | **Dyddiad terfyn cyflogaeth**  **Employment End Date** | **Rheswm dros adael**  **Reason for Leaving** |
| Cliciwch yma i nodi testun. / Click here to enter text. | Cliciwch yma i nodi testun. / Click here to enter text. | Cliciwch yma i nodi testun. / Click here to enter text. | Cliciwch i dewis dyddiad. / Click to enter a date. | Cliciwch i dewis dyddiad. / Click to enter a date. | Cliciwch yma i nodi testun. / Click here to enter text. |
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| **Geirdaon** | | | | **References** | | | |
| Mae gofyn i chi roi enw a chyfeiriad dau unigolyn o leiaf y gellir gofyn am eirdaon ganddynt i gefnogi eich cais.  Rhowch enwau eich cyflogwyr blaenorol, os oes gennych rai.  Mae’n rhaid i ganolwyr fod yn unigolion o faes proffesiynol neu academaidd, megis athrawon, darlithwyr, goruchwylwyr yn yr ysgol neu goleg, neu’r brifysgol, neu arweinwyr gweithgareddau allgyrsiol neu wirfoddol.  Ni fydd geirdaon gan berthnasau, partneriaid nac aelodau etholedig yn cael eu derbyn dan unrhyw amgylchiadau.  Ni fyddwn yn ceisio geirdaon oni bai fod cynnig penodi wedi ei wneud. | | | | You are required to give the names and addresses of at least two people, from whom references can be requested in support of your application. If you have details of previous employers please provide them.  Character references must be from individuals in a professional or academic capacity, such as teachers, lecturers, supervisors from school, college, or university, or leaders from extracurricular or voluntary activities.  References from relatives, partners or elected members will not be accepted under any circumstances.  References will not be sought unless an offer of appointment has been made. | | | |
| Enw’r Canolwr  Referee Name | Enw’r Cwmni  Company Name | Teitl Swydd  Job title | Cyfeiriad  Address | | Cyfeiriad E-bost  E-mail Address | Rhif Cyswllt  Contact Number | Math o Eirda  Reference Type |
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| **Sgiliau a Profiad Perthnasol** | **Relevant Experience and Skills** |
| Dyma eich cyfle i ddangos i ni pa sgiliau, profiad a gwybodaeth sydd gennych chi sy'n golygu mai chi yw'r ymgeisydd gorau ar gyfer y swydd. Eglurwch sut rydych chi'n bodloni'r sgiliau hanfodol yn y Manylion am yr Unigolyn.  Uchafswm geiriau: 2000 o eiriau | This is your opportunity to show us what skills, experience and knowledge you have that will make you the best candidate for the role. Explain how you meet the essential skills as detailed in the person specification.  Max word count: 2000 words |
| **Gwybodaeth Pellach** | **Further Information** |
| Cliciwch yma i nodi testun / Click here to enter text. | |

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| **Sgiliau Iaith Gymraeg** | | **Welsh Language Skills** | | | |
| Defnyddiwch y Canllawiau Sgiliau Iaith i nodi lefel eich gallu o'r Gymraeg trwy glicio ar y ddolen isod.  [**Canllawiau Sgiliau Iaith Cymraeg**](https://www.conwy.gov.uk/cy/Council/Jobs-and-Careers/Recruitment/Welsh-Language-Skills-Guidance.aspx) | | Please use the Language Skills Guidelines to state your Welsh skill level, by clicking on the link below.  **Welsh Language** [**Skills**](https://www.conwy.gov.uk/en/Council/Jobs-and-Careers/Recruitment/Welsh-Language-Skills-Guidance.aspx) **Guidelines** | | | |
| Gwrando a Siarad  Listening & Speaking | Darllen a Deall  Reading & Understanding | | | | Ysgrifennu  Writing |
| Dewisiwch / Please choose | Dewisiwch / Please choose | | | | Dewisiwch / Please choose |
| Dewiswch eich dewis iaith ar gyfer cyfweliad. Pan fo angen sgiliau siarad Cymraeg Lefel 4 neu uwch, bydd y cyfweliad yn cael ei gynnal yn bennaf yn y Gymraeg. Mewn amgylchiadau arbennig, lle nad yw pob aelod o'r panel yn deall Cymraeg, bydd gwasanaeth cyfieithu ar y pryd ar gael ar eu cyfer. | | Please select the language of choice for interview. Where Level 4 or above Welsh Language Skills in speaking is required, the interview will mainly be carried out in Welsh. In exceptional cases where not all members of the interview panel understand Welsh, an English translation will be provided for them. | | | |
| Iaith ddewisol ar gyfer gohebiaeth | Dewisiwch / Please choose | | | | Preferred language for correspondence |
| Iaith ddewisol ar gyfer cyfweliad | Dewisiwch / Please choose | | | | Preferred language for interview |
| **Deddf Adsefydlu Troseddwyr 1974** | | | | **Rehabilitation of Offenders Act 1974** | |
| Dan y ddeddf hon, fel rheol, ni fydd yn rhaid i chi ddatgelu manylion unrhyw gollfarn sydd wedi darfod. Fodd bynnag, os yw'r swydd rydych chi’n ymgeisio amdani yn cynnwys gweithio gyda phlant dan ddeunaw oed, oedolion diamddiffyn, neu os nodir hynny ym manylion y swydd, yna MAE'N RHAID i chi ddatgelu POB collfarn. Bydd eich addasrwydd ar gyfer y swydd yn cael ei ystyried ar sail yr holl wybodaeth sydd ar gael.  Nodwch unrhyw euogfarnau, rhybuddion, ceryddion neu rybuddion terfynol nad ydynt yn "warchodedig" fel a ddiffinnir gan Orchymyn Deddf Adsefydlu Troseddwyr 1974 (Eithriadau) 1975 (fel y'i diwygiwyd yn 2013).  Mae'r diwygiadau i Orchymyn Eithriadau 1975 (2013) yn darparu bod euogfarnau a rhybuddion penodol wedi darfod yn 'warchodedig' ac nid ydynt yn destun datgeliad i gyflogwyr, ac ni ellir eu hystyried.  Ar gyfer swyddi sy’n gweithio gyda phlant dan 18 oed, oedolion diamddiffyn neu swyddi perthnasol eraill, caiff gwiriad GDG (y Gwasanaeth Datgelu a Gwahardd) ei gynnal os cynigir y swydd i chi. | | | Under this act you need not normally disclose details of any spent convictions. However if the post you are applying for involves working with children under 18, vulnerable adults or it is stated in the job details, you MUST disclose ALL convictions. Your suitability for appointment will be considered in the light of all available information.  Please state any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account.  For posts working with children under 18, vulnerable adults or other relevant posts, a DBS (Disclosure and Barring Service) check will be undertaken if an offer of appointment is made. | | |
| A oes gennych unrhyw gollfarnau? | Dewisiwch / Please choose | | | | Do you have any convictions? |
| Os felly rhowch fanylion. | Cliciwch yma i nodi testun / Click here to enter text. | | | | If yes, please give details. |

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| **Cynllun Gwarantu Cyfweliad** | | | **Guaranteed Interview Scheme** | | |
| Mae Cyngor Bwrdeistref Sirol Conwy yn Gyflogwr Hyderus o ran Anabledd, ac rydym yn gwarantu cyfweliad i ymgeiswyr anabl sydd yn diwallu'r meini prawf (lleiafswm) hanfodol fel y nodir yn y Manylion am yr Unigolyn (meini prawf wedi'u nodi â "H").  Mae Deddf Cydraddoldeb 2010 yn diffinio unigolyn anabl fel unigolyn sydd â nam corfforol neu feddyliol sy'n cael effaith andwyol sylweddol a thymor hir ar allu'r unigolyn hwnnw i gyflawni gweithgareddau arferol o ddydd-i-ddydd. (h.y. sydd wedi para neu y disgwylir iddo bara o leiaf 12 mis). | | | We are a Disability Confident employer and we guarantee an interview for disabled candidates who meet the essential (minimum) criteria as stated on the Person Specification (criteria designated "E").  The Equality Act 2010 defines a disabled person as a person that has a physical or mental impairment, which has a substantial and long term adverse effect on the person's ability to carry out normal day-to-day activities (i.e. has lasted or is expected to last at least 12 months). | | |
| A ydych yn credu bod gennych anabledd sy'n berthnasol i'r Ddeddf uchod? | Dewisiwch / Please choose | | | | Do you consider yourself to have a disability in accordance with the above Act? |
| A ydych am i'ch cais gael ei ystyried dan y cynllun? | Dewiswich / Please choose | | | | Do you wish for your application to be considered under the scheme? |
| A oes angen cyfleusterau neu addasiadau arbennig ar gyfer y cyfweliad? Rhowch fanylion | Cliciwch yma i nodi testun / Click here to enter text. | | | | Do you require special facilities or adjustments required for the interview? Please give details |
| A oes angen cyfleusterau neu addasiadau arbennig ar gyfer y swydd? Rhowch fanylion | Cliciwch yma i nodi testun / Click here to enter text. | | | | Do you require Special facilities or adjustments required for the role? Please give details |
| **Datganiad** | | | **Declaration** | | |
| Mae'r wybodaeth ar y ffurflen gais yn gywir a chyflawn. Deallaf y gellir gwneud Gwiriad Datgelu trwy'r Gwasanaeth Datgelu a Gwahardd (GDG) ac efallai y gwneir Archwiliad Hunaniaeth.  Deallaf y gall methu darparu gwybodaeth gywir arwain at dynnu'r cynnig o gyflogaeth oddi arnaf, camau disgyblu neu at ddiswyddiad hwyrach ymlaen. Deallaf y byddai cysylltu gyda Chynghorwyr neu weithwyr eraill o'r Cyngor i ddylanwadu ar fy nghais yn fy ngwahardd rhag cael fy mhenodi.  Efallai y byddwn yn defnyddio gwybodaeth o'r ffurflen hon i atal a chanfod twyll. | | | The information on this application form is true and complete. I understand that a Disclosure Check may be sought through the Disclosure & Barring Service (DBS) and an Identity Check may be undertaken.  I understand that, if I fail to provide correct 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.  We may use information from this form to prevent and detect fraud. | | |
| Rwy'n cadarnhau bod y wybodaeth yr wyf yn ei darparu yn gywir a chyflawn. | |  | | I confirm that the information I provide is true and complete. | |
| **Datganiad Preifatrwydd** | | | **Privacy Statement** | | |
| Darllenwch [Ddatganiad Preifatrwydd CBSC](https://jobs.conwy.gov.uk/webrecruitmentfiles/PrivacyStatement.docx) (Linc) sy'n amlinellu'r hyn y byddwn yn ei wneud gyda'ch data personol. | | | Please read the [CCBC Privacy Statement](https://jobs.conwy.gov.uk/webrecruitmentfiles/PrivacyStatement.docx) (Link) which outlines what we will do with your personal data. | | |
| Rwy’n cadarnhau fy mod wedi darllen a deall y Datganiad Preifatrwydd. | |  | | I confirm I have read and understood the Privacy Statement. | |

NI CHAIFF YR ADRAN HON EI RHANNU Â’R RHEOLWR/RHEOLWYR SY’N RECRIWTIO / THIS SECTION WILL NOT BE SHARED WITH THE RECRUITING MANAGER(S)

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| **Monitro Cydraddoldeb** | | | **Equality Monitoring** | |
| Mae Cyngor Bwrdeistref Sirol Conwy wedi ymrwymo i werthfawrogi amrywiaeth a hyrwyddo cydraddoldeb. Mae'n bwysig nad yw unrhyw ymgeisydd yn derbyn triniaeth lai ffafriol oherwydd eu hil, tarddiad ethnig neu genedlaethol, rhyw, hunaniaeth o ran rhywedd, anabledd, cyfeiriadedd rhywiol, crefydd neu gred, oedran, statws priodasol, beichiogrwydd/mamolaeth neu iaith. Felly rydym yn ceisio casglu'r data hwn er mwyn i ni allu monitro ein harferion cyflogaeth i sicrhau eu bod yn deg ac yn rhydd rhag gwahaniaethu anghyfreithlon ac ar gyfer hyrwyddo cyfle cyfartal. Caiff y wybodaeth ei chadw yn gyfrinachol ac fe'i defnyddir at ddibenion monitro ystadegol i fodloni gofynion cytundebol a chyfreithiol, gan gynnwys cyhoeddi adroddiadau monitro cydraddoldeb blynyddol. Bydd data a gaiff ei adrodd yn ddienw ac ni chaiff unrhyw unigolyn ei adnabod. | | We are committed to valuing diversity and promoting equality. It is important that no candidate receives less favourable treatment because of their race, ethnic or national origin, sex, gender identity, disability, sexual orientation, religion or belief, age, marital status, pregnancy/maternity or language. We therefore seek to collect this data so that we can monitor our employment practices to ensure they are fair and free from unlawful discrimination and for the furtherance of equal opportunities. This information is held confidentially and will be used for statistical monitoring purposes to meet contractual and legal requirements, including publishing annual equality monitoring reports. Data reported upon will be anonymised and no individual will be identified. | | |
| Dyddiad Geni | Cliciwch yma i nodi testun / Click here to enter text. | | | Date of Birth |
| Rhyw | Dewisiwch / Please choose | | | Gender |
| Ydych chi’n eich ystyried eich hun yn draws? | Dewisiwch / Please choose | | | Do you consider yourself to be trans? |
| Tueddfryd Rhywiol | Dewisiwch / Please choose | | | Sexual Orientation |
| Hunaniaeth rhywedd | Dewisiwch / Please choose | | | Gender Identity |
| Statws Priodasol | Dewisiwch / Please choose | | | Marital Status |
| Cenedligrwydd | Cliciwch yma i nodi testun / Click here to enter text. | | | Nationality |
| Tarddiad Ethnig | Dewisiwch / Please choose | | | Ethnicity |
| Crefydd | Dewisiwch / Please choose | | | Religion |
| Anabledd | Dewisiwch / Please choose | | | Disability |
| Math o Anabledd | Dewisiwch / Please choose | | | Type of Disability |
| Os dewisoch “Arall” fel Math Anabledd, nodwch fanylion | Cliciwch yma i nodi testun / Click here to enter text. | | | If Disability Type is "Other", please specify |
| Ydych chi'n ystyried eich bod chi yn ofalwr? | Dewisiwch / Please choose | | | Do you consider yourself to be a carer? |