Application Form

Ffurflen Gais

|  |  |
| --- | --- |
| Please read the attached guidance notes before completing this form.Your application form will be copied for each member of the selection panel, so please write clearly using black ink, or type your answers, and use A4 paper for any additional pages.Your personal details will be detached from this form before your application enters the selection process, so this ensures that the panel is not influenced in any way. | Darllenwch y nodiadau cyfarwyddyd amgaeedig cyn llenwi'r ffurflen hon.Bydd eich ffurflen yn cael ei lungopïo ar gyfer pob aelod o'r panel dewis, felly ysgrifennwch yn glir gan ddefnyddio inc du, neu teipiwch eich atebion, a defnyddiwch papur A4 ar gyfer unrhyw dudalennau ychwanegol.Bydd eich manylion personol yn cael eu datgysylltu oddi wrth y ffurflen hon cyn i'ch cais gyrraedd y broses ddethol, mae hyn yn sicrhau nad yw'r panel yn cael ei dylanwadu yn unrhyw ffordd. |

|  |  |
| --- | --- |
| Post applied for:Swydd yr ymgeisir amdani: |  |
| **Personal Details / Manylion Personol**  |
| Title / Teitle: |  |
| First Name / Enw Cyntaf: |  |
| Surname / Cyfenw: |  |
| Address / Cyfeiriad: |  |
| Postcode / Côd Post:  |  |
| Email / Ebost: |  |
| Telephone / Ffôn:  |  |

|  |
| --- |
| Data Protection |
| The information you provide during the application process will only be used for the purpose of progressing your application, assessing your suitability for the role applied for and to contact you. You do not have to provide information requested but it may affect your application if you do not. No information will be shared with third parties and all information will be held securely by Children in Wales.  |
| Declaration / Datganiad |
| I declare that, to the best of my knowledge, the information given on this form is correctMynegaf fod y wybodaeth a roddir ar y ffurflen hon, hyd y gwn i, yn gywir |

|  |  |
| --- | --- |
| Signed / Arwyddwyd: |  |
| Date / Dyddiad:  |  |

|  |
| --- |
| **Administrative Details / Manylion Gweinyddol** |
| Are you entitled to work in the United Kingdom?Oes gennych chi hawl i weithio yn y Deyrnas Unedig? | Yes / No |
| **Rehabilitation of Offenders Act 1974:**Please give details of any unspent convictions for criminal offences**Deddf Ail Sefydul Troseddwyr 1974:** Rhowch fanylion o unrhyw euogfarnau heb ei wario am droseddau |  |
| **Equal Opportunities / Cyfle Cyfartal** |
| Children in Wales is committed to being an Equal Opportunities employer. Applicants are therefore invited to complete the following information. This is not however a mandatory requirement and if you choose not to complete the following section, your application will not be affected.Please note that this form will not be used at any stage of the recruitment process and will be separated from the application form immediately upon its receipt. Any information given will remain confidential and will only be used for monitoring purposes to assess the effectiveness of our Equal Opportunities Policy.Mae Plant yng Nghymru yn ymrwymedig i fod yn gyflogwr Cyfle Cyfartal. Gofynnir i ymgeiswyr felly gwblhau'r wybodaeth ganlynol.Nodwch na fydd y ffurflen hon yn cael ei ddefnyddio ar unrhyw adeg yn ystod y broses recriwtio a bydd yn cael ei wahanu oddi wrth y ffurflen gais yn syth ar ôl ei derbyn. Bydd unrhyw wybodaeth yn gyfrinachol ac ond yn cael ei ddefnyddio at ddibenion monitro i asesu effeithiolrwydd ein Polisi Cyfle Cyfartal. |
| Post applied for:Swydd yr ymgeisir amdani: |  |
| Gender:Rhyw: |  |
| Ethnic Origin:Tarddiad Ethnig: | White Welsh or BritishGwyn Cymreig neu Brydeinig |  |
| White from another country Gwyn o wlad arall |  |
| Asian Welsh or BritishAsiaidd Cymreig neu Brydeinig |  |
| Asian from another countryAsiaidd o wlad arall |  |
| Black Welsh or BritishDu Cymreig neu Brydeinig |  |
| Black from another countryDu o wlad arall |  |
| Mixed heritageTras gymysg |  |
| Any other ethnic groupUnrhyw grŵp ethnig arall |  |
| OtherArall |  |
| Prefer not to sayGwell gennyf beidio â dweud |  |
| Disability:Anabledd: | Yes/No |
| If yes, what is the nature of your disability?Os ie, beth yw natur eich anabledd? |  |
| Advertisement seen:Gwelwyd yr hysbyseb: |  |

|  |
| --- |
| **Reason for Application / Eich Rheswm am Wneud Cais** |
| Please tell us why you are applying for this post and describe how your skills and experiences relate to the Person Specification. A fyddech cystal â dweud wrthym pam eich bod yn gwneud cais am y swydd hon a disgrifiwch sut mae’ch sgiliau a profiadiau yn berthnasol i’r Manylion Person.  |
|  |
| Thank you for completing this form/Diolch am gwblhau’r ffurflen ymaPlease return to/Dychwelwch i:Children in Wales/Plant yng Nghymru21 Windsor Place/21 Plas WinsorCardiff/Caerdydd CF10 3BYTel/Ffôn: 029 2034 2434Email/Ebost: vacancies@childreninwales.org.uk |