Application Form

Ffurflen Gais

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| 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. |

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| 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: |  |

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| 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 correct  Mynegaf fod y wybodaeth a roddir ar y ffurflen hon, hyd y gwn i, yn gywir |

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

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| **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 |  |
| Do you have a clean driving licence?  Oes gennych drwydded gyrru glân? | Yes / No |
| If no, please give details:  Os na, rhowch fanylion: |  |
| Do you have access to a car?  Oes gennych fynediad at gar? | Yes / No |

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| **References / Cefnogwyr** | | | |
| Please give the name, address and contact details of two referees who are willing and able to provide a reference for you. The first should be your present or most recent employer. References are normally taken up after candidates have been shortlisted, but before interview. Please indicate below if you do not wish us to make contact with your referees at this stage.  A fyddech gystal â rhoi enw, cyfeiriad a manylion cyswllt am ddau gefnogwr sy'n fodlon ac yn gallu darparu cymeradwyaeth ar eich cyfer. Dylai'r cyntaf fod eich cyflogwr presennol neu fwyaf diweddar. Fel arfer gofynnir wedi i'r ymgeiswyr gael eu dewis ar gyfer y rhestr fer, ond cyn y cyfweliadau. Os nad ydych eisiau i ni gysylltu â'ch cefnogwyr ar yr adeg yma a fyddech gystal â nodi hynny islaw. | | | |
| **Reference One/Cefnogwr Un** | | **Reference Two/Cefnogwr Dau** | |
| Name / Enw: |  | Name / Enw: |  |
| Position / Swydd: |  | Position / Swydd: |  |
| Telephone / Ffôn: |  | Telephone / Ffôn: |  |
| Email / Ebost: |  | Email / Ebost: |  |
| Can we contact? |  | Can we contact? |  |

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| **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 British Gwyn Cymreig neu Brydeinig |  |
| White from another country  Gwyn o wlad arall |  |
| Asian Welsh or British  Asiaidd Cymreig neu Brydeinig |  |
| Asian from another country  Asiaidd o wlad arall |  |
| Black Welsh or British  Du Cymreig neu Brydeinig |  |
| Black from another country  Du o wlad arall |  |
| Mixed heritage  Tras gymysg |  |
| Any other ethnic group  Unrhyw grŵp ethnig arall |  |
| Other  Arall |  |
| Prefer not to say  Gwell 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: |  | |

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| **Education and Training / Addysg ac Hyfforddiant** | | | |
| Dates / Dyddiadau | | Qualifications and Subject  Cymwysterau a Pwnc | School / Ysgol |
| From / O | To / I |
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| **Professional Membership / Aelodaeth Broffesiynol** | | |
| Professional Body | Type of Membership | Date Joined |
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| **Other Training / Hyfforddiant Arall** | | | |
| Dates / Dyddiadau | | Course | Provider |
| From / O | To / I |
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| **Employment Details / Manylion Cyflogaeth** | |
| (Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment, travel etc. in the space provided so there are no gaps in the record.)  (Rhowch fanylion eich gwaith presennol neu waith cyflogedig/gwaith gwirfoddol mwyaf diweddar yn gyntaf ac yna gweithiwch yn ôl. Cofiwch gynnwys cyfnodau pan oeddech yn ddiwaith, yn teithio ayb yn yr adran a ddarparwyd fel nad oes bylchau yn y cofnod.) | |
| Present or most recent employment  Cyflogaeth bresennol neu fwy diweddar  Name and address of employer: |  |
| Date Started / Dyddiad Cychwyn: |  |
| Period of notice required:  Cyfnod o rybudd gadael sydd angen ei roi: |  |
| Reason for leaving / Rheswm gadael: |  |
| Position held: |  |
| Brief description of duties: |  |

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| **Previous Employment / Cyflogaeth Blaenorol** | | | | |
| Dates / Dyddiadau | | Employer  Cyflogwr | Position/Responsibilities  Swydd/Cyfrifoldebau | Reason for Leaving  Rheswm am Adael |
| From / O | To / I |
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| **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. |
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Thank you for completing this form/Diolch am gwblhau’r ffurflen yma

Please return to/Dychwelwch i:

Children in Wales/Plant yng Nghymru  
21 Windsor Place/21 Plas Winsor  
Cardiff/Caerdydd CF10 3BY

Tel/Ffôn: 029 2034 2434  
Email/Ebost: vacancies@childreninwales.org.uk