# ProMo logoCais ProMo-Cymru Application

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| **Job Title/Teitl y Swydd:**  **Closing Date/Dyddiad Cau:** | | |  | | |
| PERSONAL/PERSONOL | | | | | | |
| Surname/Cyfenw: Initials/Llythrennau cyntaf:    Address/Cyfeiriad:  Post Code/Cod Post:  Tel Number/Rhif Ffôn *Home/Cartref:* *Day Time/Yn ystod y Dydd:* | | | | | | |
| CURRENT AND PREVIOUS EMPLOYMENT/CYFLOGAETH BRESENNOL A BLAENOROL | | | | | | |
| Name and address of present or last employer if currently not employed | Job held and brief details of duties | Salary | | Date/Dyddiad | | |
| Enw a chyfeiriad eich cyflogwr presennol neu olaf os nad ydych mewn swydd | Teitl y swydd ac amlinelliad o'ch dyletswyddau | Cyflog | | From  o | To  i | |
|  |  |  | |  |  | |
| Name of previous employer  *(most recent first)* | Job held and approximate salary or grade | Reason for leaving | | Date/Dyddiad | | |
| Enw eich cyflogwr blaenorol  *(cychwyn gyda'r diweddaraf)* | Teitl y swydd a chyflog neu raddfa fras | Rheswm dros adael | | From  o | To  i | |
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| EDUCATION AND TRAINING / ADDYSG A HYFFORDDIANT | | | | | | | | | | | | | |
| If you have undertaken an apprenticeship or any other form of work experience/training scheme;please provide the following details:  Os ydych chi wedi cwblhau prentisiaeth neu unrhyw fath arall o brofiad gwaith/cynllun hyfforddi; nodwch y manylion isod: | | | | | | | | | | | | | |
| Employer/organisation  Cyflogwr/sefydliad | | | | From  o | | To  i | | | Occupation  Swydd | | | Work experience  Profiad gwaith | |
|  | | | |  | |  | | |  | | |  | |
| Schools/Colleges/Universities etc. attended  Ysgolion/colegau/ prifysgolion ayyb | | | | Qualifications obtained  Cymwysterau a enillwyd | | | | | | | Give subjects and grades where appropriate. Indicate whether full or part time study.  Nodwch y pynciau a’r graddau lle bo’n briodol. Dangoswch os yw'n astudiaeth lawn neu ran amser. | | |
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| SUPPORTING INFORMATION / GWYBODAETH GEFNOGOL | | | | | | | | | | | | | |
| Please pay particular attention to this section. It is the most important part of your application, as it is where you tell us what makes you suitable for this job. Your application will be judged against the Person Specification, which is the list of requirements for the job. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas.  Rhowch sylw arbennig i’r adran hon os gwelwch yn dda. Dyma’r rhan bwysicaf o’ch cais, gan mai dyma'r lle i egluro beth sydd yn eich gwneud chi’n addas ar gyfer y swydd hon. Beirniadir eich cais ar sail y Fanyleb Person, sef y rhestr o ofynion swydd. Dylech gyfeirio ac ymateb i bob pwynt yn y Fanyleb Person, gan nodi tystiolaeth o'r sgiliau, profiad a gwybodaeth sydd gennych ym mhob un o’r meysydd hyn.    **Please note that any CVs submitted will only be accepted as supplementary to this completed application form.**  Nodwch, bydd unrhyw CV cyflwynir yn cael ei thrin fel dogfen ategol yn unig i'r ffurflen gais hon wedi'i llenwi. | | | | | | | | | | | | | |
| SUPPORTING INFORMATION / GWYBODAETH GEFNOGOL | | | | | | | | | | | | | |
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| GENERAL / CYFFREDINOL | | | | | | | | | | | | | |
| Please give any dates in the near future when you will not be available for interview. No guarantee is given that interviews will be rescheduled to accommodate your non availability.  Nodwch unrhyw ddyddiadau yn y dyfodol agos na fyddech yn rhydd am gyfweliad. Ni warentir y bydd cyfweliadau yn cael eu had-drefnu er eich hwylustod | | | | | | | | | | | | |  |
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| Sickness Record/Cofnod Salwch - Please give the number and duration of your sickness absence over the last 12 months. If none, please state so.  Rhowch nifer a hyd eich cyfnodau o absenoldeb salwch dros y 12 mis diwethaf. Os na fuoch yn absennol, nodwch hynny. | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | |
| Full Driving Licence  Trwydded Yrru Lawn | | YES / NO  OES / NAC OES | | |  | | Do you have sole use of a car?  Oes gennych ddefnydd car i chi’ch hun? | | | | | | YES / NO  OES / NAC OES |
|  | | | | | | | | | | | | | |
| Have you been convicted of any criminal offence? (including driving offences  Ydych chi wedi'ch dyfarnu’n euog o unrhyw drosedd? (gan gynnwys troseddau gyrru) | | | | | | | | | | | | | YES / NO  DO / NADDO |
| If yes, please give details / Os do, rhowch fanylion os gwelwch yn dda: | | | | | | | | | | | | | |
| Do you Speak Welsh: 1st Language 🞎 Fluent 🞎 Working knowledge 🞎 Basic 🞎 None 🞎  Ydych chi'n Siarad Cymraeg: Iaith Gyntaf 🞎 Rhugl 🞎 Gwybodaeth ddigonol 🞎 Sylfaenol 🞎 Dim 🞎 | | | | | | | | | | | | | |
| ***All appointments will be subject to an enhanced DBS Check /***  ***Bydd pob penodiad yn amodol ar Wiriad GDG manylach*** | | | | | | | | | | | | | |
| Period of Notice required by present employer / Cyfnod o rybudd sydd ei angen ar eich cyflogwr presennol: | | | | | | | | | | | | |  |
| References/Geirdaon | | | | | | | | | | | | | |
| Please give the names and addresses of two referees, who should not be related to you, one of whom should be your present Senior Manager if in employment.  Nodwch enw a chyfeiriad dau ganolwr. Ni chaniateir unrhyw berthnasau ac mae angen i un bod yn Uwch Reolwr arnoch os ydych chi mewn swydd. | | | | | | | | | | | | | |
| 1. Name/Enw  Position/Job Title - Safle/Teitl Swydd  Address/Cyfeiriad  Tel. No/Rhif Ffôn | | | | | | | | 2. Name/Enw  Position/Job Title - Safle/Teitl Swydd  Address/Cyfeiriad  Tel. No/Rhif Ffôn | | | | | |
| ***All appointments are subject to the receipt of satisfactory references / Bydd pob penodiad yn amodol ar dderbyn geirda boddhaol*** | | | | | | | | | | | | | |
| DECLARATION / DATGANIAD | | | | | | | | | | | | | |
| I declare that to the best of my knowledge and belief the information I have given is correct.  Yr wyf yn datgan ac yn credu hyd y gwn, bod y wybodaeth a roddais yn gywir.  Signature/Llofnod Date/Dyddiad  Providing false or deliberately misleading information on this form could lead to ân offer of employment being withdrawn or employment being terminated.  Gall rhoi wybodaeth ffug neu sy’n fwriadol gamarweiniol ar y ffurflen hon arwain at dynnu cynnig swydd yn ôl swydd neu derfynu cyflogaeth. | | | | | | | | | | | | | |
| **FOR OFFICIAL USE ONLY / AT DDEFNYDD SWYDDOGOL YN UNIG** | | | | | | | | | | | | | |
| **Interview:**  **Cyfweliad** | YES / NO  IE / NA | | **Reason for not interviewing:**  **Rheswm am beidio cyfweld** | | | | | | |  | | | |

EQUAL OPPORTUNITY FORM

POLISI CYFLEOEDD CYFARTAL

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| **Please use BLOCK CAPITALS / Defnyddiwch BRIFLYTHRENNAU** | | | | | | | | | | | | | | | | | | | | | |
| Surname/Cyfenw: | | | Forename(s)/Enw(au) Cyntaf: | | | | | | | | | | | | | | | | | | |
| Job Applied for/Teitl y Swydd: | | | | | | | | | | | | | | | | | | | | | |
| In order to ensure ProMo-Cymru’s continued development of its declared Equal Opportunity Policy Statement and to provide other essential information if you are appointed, you are asked to provide the following information by ticking the appropriate boxes and completing the details requested. The information will be treated as confidential and will not be used in the selection process.  Er mwyn sicrhau datblygiad Datganiad Polisi Cyfleoedd Cyfartal ProMo-Cymru ac er mwyn cynnig gwybodaeth hanfodol arall os cewch eich penodi, gofynnir i chi gyflwyno’r wybodaeth ganlynol wrth dicio’r blychau priodol a thrwy lenwi’r manylion y gofynnir amdanynt. Caiff y wybodaeth ei thrin yn gyfrinachol ac ni chaiff ei defnyddio yn y broses ddethol. | | | | | | | | | | | | | | | | | | | | | |
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| Please tick one box only in each section / Ticiwch un blwch yn unig ymhob adran  1. **ETHNIC ORIGIN/TARDDIAD ETHNIG**:  CHINESE OR OTHER FAR EASTERN/TSIEINEAIDD NEU DDWYRAIN PELL ARALL - British/Prydeinig  - Chinese/Tsieineaidd  - Korean/Coreaidd  - Japanese/Japaneaidd  - Vietnamese/Fietnamaidd  - Any additional Chinese or Far Eastern background/  Cefndir Japaneaidd neu Ddwyrain Pell arall?    Please specify / Nodwch fanylion  **MIXED RACE/HIL GYMYSG**  - White and Black Caribbean/Gwyn a Du Caribïaidd  - White and Black African/Gwyn a Du Affricanaidd  - White and Asian/Gwyn ac Asiaidd  - Any additional Mixed Race background/Cefndir Hil  Gymysg arall?    Please specify / Nodwch fanylion  Any Additional background, not already listed /  Unrhyw gefndir na restrwyd eisoes?  Please specify / Nodwch fanylion  **WHITE/GWYN**  - British/Prydeinig  - Irish/Gwyddelig  - European/Ewropeaidd  - Any additional White background/  Cefndir Gwyn arall?    Please specify / Nodwch fanylion  **ASIAN/ASIAIDD**  - British/Prydeinig  - Pakistani/Pacistan  - Bangladeshi/Bangladesh  - Indian/Indiad  - Any additional Asian background/  Cefndir Asiaidd arall?    Please specify / Nodwch fanylion BLACK/DU - British/Prydeinig  - African/Affricanaidd  - Caribbean/ Caribïaidd  - Any additional Black background/  Cefndir Du arall?    Please specify / Nodwch fanylion | | | | | | | | | | | | | | | | | | | | | |
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| **B. GENDER/RHYW:** Are you/Ydych chi’n: | | Female  Fenywaidd | | | Male  Gwrywaidd | | | | How do you wish to be addressed?  Miss, Mr, Dr, etc, Please Specify  Sut dyid cyfeirio atoch chi?  Miss, Mr, Dr, ayb. Nodwch os gwelwch yn dda | | | | | | | | |  | | | |
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| C. DATE OF BIRTH / DYDDIAD GENI | |  | |  | | |  | |  | | | | | | | | | | | | |
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| 1. NATIONAL INSURANCE NUMBER / RHIF YSWIRIANT GWLADOL | | | | | | | | | | | |  |  |  |  |  |  | |  |  |  |
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| E. DISABILITY / ANABLEDD ProMo-Cymru wishes to give every encouragement to disabled job applicants and will offer an interview to all disabled candidates who meet the essential requirements of the person specification.  Bydd ProMo-Cymru yn cynnig pob anogaeth i unrhyw ymgeisydd sydd ag anabledd a byddwn yn cynnig cyfweliad i bob ymgeisydd anabl sy’n bodloni meini prawf hanfodol y fanyleb berson.  Do you have a disability / Oes anabledd gennych chi: NO/NAC OES YES/OES  *Definition of Disability as defined by the Disability Discrimination Act 1995 – either a physical or mental impairment, which has a substantial long-term adverse effect on a person’s ability to carry out normal day to day activities (s.1.2.)*  *Diffiniad Anabledd yn unol â'r Ddeddf Gwahaniaethu ar Sail Anabledd 1995 - naill ai nam corfforol neu feddyliol, sydd yn cael effaith anffafriol sylweddol hirdymor ar allu person i gyflawni gweithgaredd arferol o ddydd i ddydd (a.1.2)* | | | | | | | | | | | | | | | | | | | | | |
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| Please give the name of the publication in which you saw this post advertised, or otherwise indicate how it was brought to your attention. / Nodwch enw’r cyhoeddiad lle gwelsoch chi’r hysbyseb am y swydd hon, neu nodwch sut cawsoch wybod amdani. | | | | | | | | | | |  | | | | | | | | | | |
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