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| **For Office Use Only/At Ddefnydd y Swyddfa’r Unig:** |
| Date received/Dyddiad Derbyn |  Application number/Rhif cais  |

**

**CONFIDENTIAL – Job Application Form CYFRINACHOL – Ffurflen Gais Am Swydd**

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|  Post applied for./Swydd y gwneir cais amdani  |
| Reference number/Cyfeirnod |  | Closing date/Dyddiad cau |  |

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| --- | --- | --- |
| Surname/Cyfenw |  | Initials/Llythrennau Blaen |
| Address/Cyfeiriad |  |  |
|  |  | Post Code/CôdPost |
| NI Number/Rhif YG |  |  |
| Home Telephone Number/Rhif ffôn cartref |
| Business Telephone Number/Rhif ffôn busnes |
| Mobile Telephone Number/Rhif ffôn symudol |
| E-mail work/E-bost g | waith |  |
| E-mail personal/E-bost personol |

**Present employer/Cyflogwr presennol**

|  |  |
| --- | --- |
| Name & Address/Enw a chyfeiriad |  |
|  |
| Nature of Business/Natur y busnes |  |
| Present Salary (with grade if possible)/Cyflog presennol (gyda’r radd os oes modd) |  |
| Job Title/Teitl y swydd |  |  |
| Telephone Number/Rhif ffôn |  |
| Responsible to/Atebol i |  |
| Date of appointment/Dyddiad penodi |  |
| Notice Required/Rhybudd sydd ei angen |  |
| Pay Number (if employed by CCoS)/Rhif Cyflog (os cyflogir gan DASA) |

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| Briefly describe your present duties. |
| Rhowch ddisgrifiad byr o’ch dyletswyddau presennol. |

**Previous Employment, commencing with your last, not present, employer.**

**Cyflogaeth flaenorol, gan ddechrau gyda’ch cyflogwr diwethaf nid eich cyflogwr presennol.**

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| --- | --- | --- | --- | --- | --- |
| Date From Dyddiad O | Date To Dyddiad Tan | Employers name & addressEnw a chyfeiriad y cyflogwr | Job TitleTeitl y Swydd | Salary Cyflog | Reasons for leaving Rhesymau dros adael |
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| Please give reasons for any gaps in employment. |
| Rhowch resymau am unrhyw fylchau yn eich cyflogaeth. |

**Training, Vocational and Occupational Qualifications relevant to the post (Professional Qualifications, GNVQ, NVQ and Non Qualification Courses).**

**Hyfforddiant, cymwysterau galwedigaethol sy’n berthnasol i’r swydd (Cymwysterau proffesiynol, GNVQ, NVQ a chyrsiau heb gymhwyster).**

|  |  |  |
| --- | --- | --- |
| Subject /Discipline/Course Pwnc/Disgyblaeth/Cwrs | Qualification Cymhwyster | Year Blwyddyn |
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**Membership(s) of a Recognised Professional Body. Aelodaeth o gorff proffesiynol cydnabyddedig.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Professional BodyEnw’r corff proffesiynol | Grade of Membership Dosbarth aelodaeth | If by election belowTiciwch isod os trwy etholiad | If Exam state date Nodwch y dyddiad os trwy arholiad |
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| Name of Body Enw’r Corff | Reg NoRhif Cofrestru | Name of Body Enw’r Corff | Reg NoRhif Cofrestru | Name of Body Enw’r Corff | Reg NoRhif Cofrestru |
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| Please give further particulars of above membership(s) together with brief details of any papers presented/published, details of Training Courses/Seminars attended. |
| Rhowch ragor o fanylion am yr aelodaeth uchod, ynghyd ag ychydig fanylion am unrhyw bapurau a gyflwynwyd/a gyhoeddwyd ac unrhyw gyrsiau hyfforddi/seminarau yr aethoch iddynt. |

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| Please give further particulars of any other experience or skills you consider relevant to the job you are applying for eg voluntary work. |
| Rhowch ragor o fanylion am unrhyw brofiad neu sgiliau rydych yn meddwl eu bod yn berthnasol i’r swydd rydych yn gwneud cais amdani, e.e. gwaith gwirfoddol. |

**Your Qualifications – please indicate any qualifications you hold. Eich Cymwysterau – nodwch pa gymwysterau sydd gennych.**

|  |  |  |
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| Qualification Held Cymhwyster | Grade/Class Gradd/Dosbarth | Date Achieved/Obtained Dyddiad Ennill/Cael |
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| Are you presently studying for any qualifications? If Yes please give details. |
| A ydych yn astudio am unrhyw gymwysterau ar hyn o bryd? Os ydych, rhowch fanylion. |

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| Have you served an apprenticeship or a modern apprenticeship? If Yes please state details.**NB** If called for interview, please bring your qualifications and membership certificates with you. |
| A ydych wedi gwneud prentisiaeth neu brentisiaeth fodern? Os ydych, rhowch fanylion.**DS** Os cewch eich galw am gyfweliad, dewch â’ch cymwysterau a’ch tystysgrifau aelodaeth. |

**Additional Information/Gwybodaeth Ychwanegol.**

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| If you are related to, or a partner of a Councillor or employee of the City & County of Swansea, please detail below. |
| Os ydych yn berthynas, neu’n bartner i Gynghorydd neu weithiwr Dinas a Sir Abertawe, rhowch fanylion isod. |
| Name/Enw  | Position/Safle |  |
| Name/Enw  | Position/Safle |  |
| Name/Enw | Position/Safle |  |

# Equal Opportunities Monitoring Form

The Council is committed to being an equal opportunities employer. The aim of our policy is to ensure that all applicants are treated equally irrespective of ethnicity, age, disability, gender, language, religion or belief/non-belief or sexual orientation.

To assist in monitoring this policy, and for no other reasons please would you complete this questionnaire. This information will be kept strictly confidential. It will not be seen or used during the selection process and will be used for statistical monitoring only.

To carry out this approach we need your assistance and would be grateful if you could provide the information requested.

# Ffurflen Monitro Cyfle Cyfartal

Mae’r Cyngor yn ymroddedig i fod yn gyflogwr cyfle cyfartal. Nod ein polisi yw sicrhau y trinnir yr holl ymgeiswyr yn gyfartal, beth bynnag yw ethnigrwydd, oed, anabledd, rhyw, iaith, crefydd neu gred/diffyg cred neu gyfeiriadedd rhywiol yr ymgeiswyr.

Er mwyn cynorthwyo â monitro’r polisi hwn, ac am ddim rheswm arall, a wnewch lenwi’r holiadur hwn? Caiff yr wybodaeth ei chadw’n hollol gyfrinachol. Ni chaiff ei gweld na’I defnyddio yn ystod y broses ddethol a chaiff ei defnyddio ar gyfer monitro ystadegol yn unig.

Er mwyn cynnal yr ymagwedd hon, mae angen eich cymorth arnom a byddem yn ddiolchgar pe gallech roi’r wybodaeth y gofynnir amdani.

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| *(Please select one or write in if appropriate)* |
| **Are you?** |
| Male Female Transgender |
| **What is your year of birth?** |
| **Would you describe yourself as:** |
| British |
| Welsh |
| English |
| Irish |
| Scottish |
| Other British (*please state*) |
| Non-British (*please state*) |
| Gypsy/Traveller |
| Refugee/Asylum Seeker |
| *(please write in current/last nationality below)* |

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| *(Dewiswch un neu nodwch os yw’n berthnasol)* |
| **Beth yw’ch rhyw?** |
| Gwryw Benyw Trawsryweddol |
| **Ym mha flwyddyn y cawsoch eich geni?** |
| **A fyddech yn disgrifio’ch hun fel:** |
| Prydeinig |
| Cymraeg |
| Seisnig |
| Gwyddelig |
| Albanaidd |
| Prydeinig arall *(nodwch)* |
| Ddim yn Brydeinig *(nodwch)* |
| Sipsi/Teithiwr |
| Ffoadur/Ceisiwr Lloches |
| *(nodwch eich cenedligrwydd resennol/diwethaf isod)* |

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| **Can you understand, speak, read or write Welsh?** |
| *(Please select all that apply)* |
| Understand Spoken Welsh |
| Speak Welsh |
| Read Welsh |
| Write Welsh |
| Learning Welsh |
| None of these |
| **Which languages do you use from day to day?** |
| *(please select all that apply)* |
| English |
| Welsh |
| British Sign Language |
| Other *(please write in)* |
| **Do you have a long-standing illness, disability or infirmity?** |
| By long-standing we mean anything that has troubled you over a period of time or that is likely to affect you over time. This could also be defined under the Disability Discrimination Act 1995 as “Having a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.” |
| Yes No |
| **What is your religion/(non-)belief even if you are not currently practising?** |
| No religion |
| Christian *(including Church of England, Catholic, Protestant and all other Christian denominations)* |
| Buddhist |
| Hindu |
| Jewish |
| Muslim |
| Sikh |
| Any other religion *(please write in below)* |
| Prefer not to say |
| **Do you consider that you are actively practising your religion?** |
| Yes No |

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| **A ydych yn gallu deall, siarad, darllen neu ysgrifennu Cymraeg?** |
| *(Dewiswch pob un sy’n gymwys)* |
| Deall Cymraeg llafar |
| Siarad Cymraeg |
| Darllen Cymraeg |
| Ysgrifennu Cymraeg |
| Dysgu Cymraeg |
| Dim un o’r rhain |
| **Pa ieithoedd ydych yn eu defnyddio o dydd i ddydd?** |
| *(Dewiswch pob un sy’n gymwys)* |
| Saesneg |
| Cymraeg |
| Iaith Arwyddion Prydain (BSL) |
| Arall *(nodwch)* |
| **A oes gennych afiechyd, anabledd neu lesgedd tymor hir?** |
| Ystyr tymor hir yma yw unrhyw beth sydd wedi’ch poeni dros gyfnod o amser neu sy’n debyg o effeithio arnoch dros amser. Hefyd, gellir diffinio hyn o dan Ddeddf Gwahaniaethu ar sail Anabledd 1995 fel “Bod â nam ar y corf neu’r meddwl sy’n cael effaith sylweddol ac andwyol yn y tymor hir ar eich gallu i wneud pethau arferol o ddydd i ddydd.” |
| Oes Nac oes |
| **Beth yw’ch crefydd/cred/diffyg cred, hyd yn oed os nad mewn gair a gweithred?** |
| Dim crefydd |
| Cristion *(gan gynnwys Eglwys Lloegr, Catholig, Protestannaidd a phob enwad Cristnogol arall)* |
| Bwdhydd |
| Hindŵ |
| Iddewig |
| Mwslim |
| Sikh |
| Unrhyw grefydd arall *(nodwch isod)* |
| Gwell gen i beidio â dweud |
| **Yn eich barn chi, a ydych yn ymarfer eich crefydd mewn gair a gweithred?** |
| Ydw Nac ydw |

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| *(Please select one or write in if appropriate)* |
| **What is your ethnic group?** |
| British (*as defined above*) |
| Any other white background (*please write in*) |
| Mixed |
| White & Black Caribbean |
| White & Black African |
| White & Asian |
| Any other mixed background (*please write in*) |
| Asian or Asian British |
| Indian |
| Pakistani |
| Bangladeshi |
| Chinese |
| Any other Asian background (*please write in*) |
| Black or Black British |
| Caribbean |
| African |
| Any other African background (*please write in*) |
| Other Ethnic group |
| Any other (*please write in*) |
| **What is your sexual orientation?** |
| Bisexual |
| Gay Man |
| Gay Woman/Lesbian |
| Heterosexual/Straight |
| Other |
| Prefer not to say |
| **Are you reasonably fluent in any other language?** |
| (*Please write in below*) |
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| *(Dewiswch un neu nodwch os yw’n berthnasol)* |
| **Beth yw’ch grŵp ethnig?** |
| Prydeinig *(fel a ddiffiniwyd uchod)* |
| Unrhyw gefndir gwyn arall *(nodwch)* |
| Cymysg |
| Gwyn a Du Caribïaidd |
| Gwyn a Du Affricanaidd |
| Gwyn ac Asiaidd |
| Unrhyw gefndir cymysg arall *(nodwch)* |
| Asiaidd neu Brydeinig Asiaidd |
| Indiaidd |
| Pacistanaidd |
| Bangladeshi |
| Tsieineaidd |
| Unrhyw gefndir Asiaidd arall *(nodwch)* |
| Du neu Brydeinig Du |
| Caribïaidd |
| Affricanaidd |
| Unrhyw gefndir Affricanaidd arall *(nodwch)* |
| Grŵp Ethnig Arall |
| Unrhyw grŵp ethnig arall *(nodwch)* |
| **Beth yw eich tueddfryd rhywiol?** |
| Deurywiol |
| Dyn Hoyw |
| Menyw Hoyw/Lesbiaidd |
| Gwahanrywiol/Syth |
| Arall |
| Dewis peidio â dweud |
| **Os ydych yn weddol rugl mewn unrhyw ieithoedd eraill?** |
| *(Byddwch gystal â’u nodi isod)* |
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### Further information in support of your application. Rhagor o wybodaeth i gefnogi’ch cais.

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| Please explain how you would relate your education, training achievements and experience to the post for which you are applying. Your response should relate to the job description and person specification for this post (continue on additional sheets if necessary). |
| Esboniwch sut y byddai eich addysg, eich cyflawniadau hyfforddiant a’ch profiad yn berthnasol i’r swydd rydych yn gwneud cais amdani. Dylai’ch ymateb ymwneud â’r disgrifiad swydd a manyleb y person ar gyfer y swydd hon (parhewch ar ddalennau ychwanegol os oes ang en). |

**Referees/Canolwyr**

Please supply the names, addresses, telephone numbers and e-mail addresses of two referees, one of which must be your present or most recent employer. If you have not previously worked, please give the name of a responsible person who knows you well. Councillors and relatives must not act as referees.

**Please note that references may be taken up prior to interview, therefore if you do not wish us to contact your referees please indicate here.**

Rhowch enwau, cyfeiriadau, rhifau ffôn a chyfeiriadau e-bost dau ganolwr, y mae’n rhaid i un ohonynt fod eich cyflogwr presennol neu ddiweddaraf. Os nad ydych wedi gweithio o’r blaen, rhowch enw rhywun sy’n eich adnabod yn dda. Ni chaiff cynghorwyr a pherthnasau fod yn ganolwyr.

**Sylwer y gellir gofyn am eirdaon cyn y cyfweliad. Felly, nodwch yma os nad ydych am i ni gysylltu â’ch canolwyr.**

Yes/Oes No/Nac oes

### Present or most recent employer/Cyflogwr presennol neu ddiweddaraf.

|  |  |
| --- | --- |
| Name/Enw |  |
| Business Name/Enw Busnes |  |
| Address/Cyfeiriad |  |
| Relationship/Perthynas |  |
| Telephone number/Rhif Ffôn |  |
| E-mail/E-bost |  |

**Other referee/Canolwr arall.**

|  |  |
| --- | --- |
| Name/Enw |  |
| Business Name/Enw Busnes |  |
| Address/Cyfeiriad |  |
| Relationship/Perthynas |  |
| Telephone number/Rhif Ffôn |  |
| E-mail/E-bost |  |

For posts having substantial access to children and vulnerable adults, the Council reserves the right to approach any previous employer.

Ar gyfer swyddi â chysylltiad sylweddol â phlant ac oedolion diamddiffyn, mae’r Cyngor yn cadw’r hawl i gysylltu ag unrhyw gyflogwr blaenorol.

|  |  |
| --- | --- |
| Where did you see the advert or hear about the job? |  |
| If on a website, please state which one(s). |  |
| Ble gwelsoch chi’r hysbyseb neu ble clywsoch chi am y swydd? |  |
| Os ar wefan, nodwch pa un/rai. |  |

**Disclosure and Barring Service Check**

**Gwiriad y Gwasanaeth Datgelu a Gwahardd**

### Rehabilitation of Offenders Act 1974 (Exceptions) Order and Police Act 1997

If the Job description and Person Specification has indicated that the post for which you are applying will be subject to a DBS Disclosure , the Council will require you to reveal any criminal convictions, bind-over orders or cautions, including those which would normally be regarded as spent

### Gorchymyn Deddf Adsefydlu Troseddwyr 1974 (Eithriadau) a Deddf yr Heddlu 1997

Os yw’r Disgrifiad Swydd a’r Fanyleb Bersonol yn nodi y bydd angen Datgeliad gan y GDG i wneud y swydd rydych chi’n ymgeisio amdani, bydd y Cyngor yn gofyn i chi ddatgelu unrhyw euogfarnau troseddol, gorchmynion rhwymo neu rybuddion, yn cynnwys rhai a ystyrir fel arfer yn rai sydd wedi darfod

**Do you have 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)**](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.legislation.gov.uk%2Fuksi%2F2013%2F1198%2Fpdfs%2Fuksi_20131198_en.pdf&data=05%7C01%7CAndrea.Smith%40swansea.gov.uk%7C079f047f3f3348114b3b08da7bb2b980%7C4c2e0b76d4524d358392187fac002efe%7C1%7C0%7C637958305519783626%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=zzSDqjwLQqVKvBMCJ%2FbvsLJV7SQ%2FVYw7%2BPIT0cvtELA%3D&reserved=0)

**A oes gennych chi unrhyw gollfarnau, rhybuddiadau, ceryddon neu rybuddion terfynol sydd heb eu “hamddiffyn” yn unol â diffiniad** **’Gorchymyn (Eithriadau) (1975) Deddf Adsefydlu Troseddwyr 1974 (fel y’u diwygiwyd yn 2013)’**

Yes/Oes No/Nac oes

If Yes, please provide details, including dates in a separate letter with your application form.

A criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the job and the circumstances and background of your offences.

Os oes, rhowch fanylion, gan gynnwys dyddiadau mewn llythyr ar wahân gyda’ch ffurflen gais. Ni fydd cofnod troseddol o anghenraid yn eich atal rhag gweithio i’r Cyngor. Bydd hyn yn dibynnu ar natur y swydd ac amgylchiadau a chefndir eich troseddau.

**Do you hold a full, valid & current driving licence? Oes gennych drwydded yrru lawn, ddilys a chyfredol?** Yes/Oes No/Nac oes

**Do you currently have any employment other than your main job?**

**Ar hyn o bryd, oes gennych unrhyw gyflogaeth ar wahân i’ch prif swydd?**

Yes/Oes No/Nac oes If Yes, please give details/Os oes, rhowch fanyli

**Are you a registered participant of an employability support scheme?**

**A ydych chi wedi’ch cofrestru i gyfranogi mewn cynllun cymorth cyflogaeth?**

Yes/Oes No/Nac oes

If Yes, please state scheme name/Os ydych chi, nodwch enw’r cynllun:

**Declaration**

I declare that the information set out in this application form is true to the best of my knowledge. I am also aware that the canvassing of Councillors and Officers of the Council or, if appropriate any of the governing body or senior staff of a school either directly or indirectly will disqualify me. Where applicable, I consent to the Authority registering an interest in me with the Independent Safeguarding Authority (ISA).

**Ymwadiad**

Datganaf fod yr wybodaeth yn y ffurflen gais hon yn gywir hyd eithaf fy ngwybodaeth. Rwyf hefyd yn ymwybodol y bydd canfasio Cynghorwyr a Swyddogion y Cyngor neu, os yw’n briodol, unrhyw un o gorff llywodraethol neu uwch staff ysgol, yn fy anghymhwyso naill ai’n uniongyrchol neu’n anuniongyrchol. Lle bo’n berthnasol, rwy’n caniatáu i’r Awdurdod gofnodi diddordeb ynof gyda’r Awdurdod Diogelu Annibynnol (ISA).

**Your Privacy**

Swansea Council is the data controller for the personal information you provide here.

We will use the information we collect from this form, and from the supporting evidence you provide, to process your application for employment. Should you be successful in your application, we will also use this information to fulfil certain legal obligations and administer any service or benefit that we are responsible for as part of your employment eg Statistical Information and Reporting.

We may check information provided by you, or other information about you provided by a third party, against other information we hold. We may also contact third parties to verify the accuracy of the information. For example, we may contact your previous employer with specific questions about your employment with them. We will only do this to prevent or detect fraud, as we are permitted to do by law.

Data protection law describes the legal basis for our processing of your data as one based on the pursuit of our legitimate interests. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy statement at <https://www.swansea.gov.uk/privacynotice> on our website.

**Eich preifatrwydd**

Cyngor Abertawe yw'r rheolwr data ar gyfer y wybodaeth bersonol a roddwch yma.

Byddwn yn defnyddio’r wybodaeth a gasglwn oddi wrth y ffurflen hon, a’r dystiolaeth ategol a roddir gennych, i brosesu eich cais am gyflogaeth. Pe baech chi’n llwyddiannus yn eich cais, byddwn hefyd yn defnyddio’r wybodaeth hon i gyflawni rhai rhwymedigaethau cyfreithiol a gweinyddu unrhyw wasanaeth neu fudd rydym yn gyfrifol amdanynt yn rhan o'ch cyflogaeth e.e. Gwybodaeth ac Adroddiadau Ystadegol.

Efallai y byddwn yn gwirio’r wybodaeth a roddwch, neu wybodaeth arall amdanoch a ddarparwyd gan drydydd parti, o’i chymharu â gwybodaeth arall sydd gennym. Mae'n bosibl hefyd y byddwn yn cysylltu â thrydydd partïon i gadarnhau bod y wybodaeth yn gywir. Er enghraifft, efallai y byddwn yn cysylltu â'ch cyflogwr blaenorol gyda chwestiynau penodol am eich cyflogaeth â nhw. Dim ond i atal neu ganfod twyll y gwnawn hyn, yn unol â’r hawl sydd gennym o dan y gyfraith.

Mae'r gyfraith diogelu data yn disgrifio'r sail gyfreithiol ar gyfer prosesu eich data yn un sy’n seiliedig ar ddilyn ein buddiannau cyfreithlon. I gael rhagor o wybodaeth am sut mae Cyngor Abertawe yn defnyddio eich data personol, gan gynnwys eich hawliau yn wrthrych y data, darllenwch ein datganiad preifatrwydd corfforaethol yn <https://www.swansea.gov.uk/privacynotice> ar ein gwefan.

|  |  |
| --- | --- |
| Signed/Llofnod | Date/Dyddiad |

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| **When complete, please return to** **servicecentrehelpdesk@swansea.gov.uk** **or: The Service Centre Helpdesk, Room 153, Guildhall, Swansea SA1 4PE.** |
| Please note, that unless otherwise stated, the application form must be received by 10.00pm on the specified closing date. |
| If you have not been contacted within 6 weeks after the closing date, then you can assume that you have been unsuccessful. |
| **Ar ôl ei gwblhau, dylech ei anfon at** **servicecentrehelpdesk@swansea.gov.uk** **neu trwy’r post at: Desg Gymorth y Ganolfan Gwasanaethau, Ystafell 153, Neuadd y Ddinas Abertawe, SA1 4PE** |
| Sylwer, oni nodir yn wahanol, mae’n rhaid derbyn y ffurflen gais erbyn 10.00pm ar y dyddiad cau a nodwyd. |
| Os na chysylltir â chi o fewn 6 wythnos ar ôl y dyddiad cau, gallwch gymryd yn ganiataol na fuoch yn llwyddiannus. |