

Confidential – Job Application Form

Cyfrinachol – Ffurflen Gais Am Swydd

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| **Post applied for/Swydd y gwneir cais amdani** | **Cleaner** **[ ]** **Cook** **[ ]** **Kitchen Assistant** **[ ]**  |
| **Post Number/Rhif y Swydd** |  | **Closing date/Dyddiad cau** |  |

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| Surname/Cyfenw |       | Initials/Llythrennau Blaen |       |
| Address/Cyfeiriad |       |
|       |
|       | Post Code/Cod Post |       |
| NI Number/Rhif YG |       |
| Mobile Telephone Number/Rhif Ffôn Symudol |       |
| E-mail personal/E-bost personol |       |

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| **Details of Current Employment****Manylion y Gyflogaeth Bresennol** |
| Date From Dyddiad O | Date To Dyddiad Tan | Employers name & addressEnw a chyfeiriad y cyflogwr | Job Title Teitl y Swydd | Salary Cyflog |
|       |       |       |       |       |

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| **Briefly describe your present duties****Rhowch ddisgrifiad byr o’ch dyletswyddau presennol** |
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| **Further Details of Employment****Rhagor o Fanylion ynghylch Cyflogaeth** |
| Date From Dyddiad O | Date To Dyddiad Tan | Employers name & addressEnw a chyfeiriad y cyflogwr | Job Title Teitl 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** |
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| **Date you are available to work from****Dyddiad yr ydych ar gael i weithio o** |
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| **What time of day are you most interested in working?****Pa adeg o'r dydd sydd fwyaf o ddiddordeb i chi mewn gweithio?** |
| Morning / Bore[ ]  | Afternoon / Prynhawn[ ]  |

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| **Additional Information****Gwybodaeth Ychwanegol** |
| If you are related to, or a partner of a Councillor or employee of Swansea Council, please detail belowOs ydych chi’n perthyn i neu’n bartner i un o Gynghorwyr neu gyflogeion Cyngor Abertawe, nodwch hynny isod |
| Name/Enw |       | Position/Safle |       |
| Name/Enw |       | Position/Safle |       |
| Name/Enw |       | Position/Safle |       |

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| **Referees****Canolwyr** |
| Please supply the details 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 fanylion dau ganolwr, ac mae'n rhaid i un ohonynt fod yn gyflogwr presennol neu fwyaf diweddar. 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/Ydw [ ]  | No/Nac ydw [ ]  |
| **Present or most recent employer/Cyflogwr presennol neu ddiweddaraf** |
| Name/Enw |       |
| Business Name/Enw Busnes |       |
| Relationship/Perthynas |       |
| Telephone number/Rhif Ffôn |       |
| E-mail/E-bost |       |
| **Other referee/Canolwr arall** |
| Name/Enw |       |
| Business Name/Enw Busnes |       |
| 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. |

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| **Disclosure and Barring Service Check/Gwiriadu’r Swyddfa Cofnodioin Troseddol** |
| Rehabilitation of Offenders Act 1974 (Exceptions) Order and Police Act 1997If 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 Person wedi 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 or unspent or pending convictions under the Rehabilitation of Offenders Act 1974?****A oes gennych unrhyw gollfarnau sydd heb ddarfod neu yn yr arfaeth o dan Ddeddf Ailsefydlu Troseddwyr 1974?** |
| Yes/Oes [ ]  | No/Nac oes [ ]  |
|  **Do you have or have had any convictions, bind-overs or cautions?****A oes gennych chi neu a ydych chi wedi cael unrhyw euogfarnau, gorchmynion rhwymo neu rybuddion?** |
| Yes/Oes [ ]  | No/Nac oes [ ]  |
| If Yes, please provide details, including dates in a separate letter with your application formOs oes/ydw, rhowch fanylion, gan gynnwys dyddiadau mewn llythyr ar wahân gyda’ch ffurflen gais. <0} |
| 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.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 chi 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 chi unrhyw gyflogaeth ar wahân i’ch prif swydd?** |
| Yes/Oes [ ]  | No/Nac oes [ ]  |
| If Yes, please give detailsOs oes, rhowch fanylion |
|       |
| **Are you a registered participant of an Employability Support scheme?****Ydych chi'n gyfranogwr cofrestredig cynllun Cymorth Cyflogadwyedd?** |
| Yes/Oes [ ]  | No/Nac oes [ ]  |

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| DeclarationYmwadiad |
| 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 Disclosure and Barring Service (DBS).Rwy’n datgan fod yr wybodaeth sydd wedi’i chynnwys yn y ffurflen gais hon yn wir hyd ag y gwn i. Rwyf hefyd yn ymwybodol y bydd canfasio Cynghorwyr neu Swyddogion y Cyngor, neu, os yw hynny’n berthnasol, unrhyw aelod o gorff llywodraethu neu uwch staff ysgol, yn uniongyrchol neu’n anuniongyrchol, yn fy niarddel. Os yw hynny’n briodol, rwy’n cydsynio y gall yr Awdurdod gofrestru diddordeb ynof i â’r Gwasanaeth Datgelu a Gwahardd (GDG). |
| **Signed/Llofnod** |  | **Date/Dyddiad** |  |
| **When complete, please return to jobapplications@swansea.gov.uk**Please note, that unless otherwise stated, the application form must be received by 11.59pm on the specified closing date.If successful for interview, you will be contacted by the email address listed on your application form. If you have not been contacted within 6 weeks after the closing date, then you can assume that you have been unsuccessful.**Pan fyddwch wedi'i gwblhau, dychwelwch i jobapplications@abertawe.gov.uk**Daliwch sylw: oni nodir yn wahanol, rhaid i’r ffurflen gais gael ei derbyn erbyn 11.59yh ar y dyddiad cau a nodir.Os llwyddwch i gael cyfweliad, cysylltir â chi gan ddefnyddio’r cyfeiriad e-bost a nodir yn eich ffurflen gais. Os na fydd rhywun wedi cysylltu â chi o fewn 6 wythnos wedi’r dyddiad cau, gallwch gymryd yn ganiataol eich bod wedi bod yn aflwyddiannus. |

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**Equal Opportunities Monitoring Form**

**Ffurflen Monitro Cyfle Cyfartal**

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| Equal Opportunities Monitoring Form | Ffurflen Monitro Cyfle Cyfartal |
| 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. | 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. |
| (Please select one or write in if appropriate) | Dewiswch un neu nodwch os yw’n berthnasol) (Please select one or write in if appropriate) |
| **Are you?** | **Beth yw’ch rhyw?** |
| Male [ ]  | Female [ ]  | Transgender [ ]  | Gwryw [ ]  | Benyw [ ]  | Trawsryweddol [ ]  |
| What is your year of birth? |       | Ym mha flwyddyn y cawsoch eich geni? |       |
| **Would you describe yourself as:** | **A fyddech yn disgrifio’ch hun fel:** |
| British | [ ]  | Prydeiniwr/Prydeinwraig | [ ]  |
| Welsh | [ ]  | Cymro/Cymraes | [ ]  |
| English | [ ]  | Sais/Saesnes | [ ]  |
| Irish | [ ]  | Gwyddel/Gwyddeles | *[ ]*  |
| Scottish | [ ]  | Albanwr/Albanwraig | [ ]  |
| Other British (please state) |       | Prydeinig arall *(*nodwch) |       |
| Non-British (please state) |       | Ddim yn Brydeinig *(*nodwch*)* |       |
| Gypsy/Traveller | [ ]  | Sipsi/Teithiwr | [ ]  |
| Refugee/Asylum Seeker | [ ]  | Ffoadur/Ceisiwr Lloches | [ ]  |
| Please write in current/last nationality below | Nodwch eich cenedligrwydd presennol/diwethaf isod |
|       |       |

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| **Can you understand, speak, read or write Welsh?**(Please select all that apply) | **A ydych yn gallu deall, siarad, darllen****neu ysgrifennu Cymraeg?**(Dewiswch pob un sy’n gymwys) |
| Understand Spoken Welsh | [ ]  | Deall Cymraeg llafar | [ ]  |
| Speak Welsh | [ ]  | Siarad Cymraeg | [ ]  |
| Read Welsh | [ ]  | Darllen Cymraeg | [ ]  |
| Learning Welsh | [ ]  | Dysgu Cymraeg | [ ]  |
| Write Welsh | [ ]  | Ysgrifennu Cymraeg | [ ]  |
| None of these | [ ]  | Dim un o’r rhain | [ ]  |
| **Which languages do you use from day to day?**(please select all that apply) | **Pa ieithoedd ydych yn eu defnyddio yn feunyddiol?**(Dewiswch pob un sy’n gymwys) |
| English | [ ]  | Saesneg | [ ]  |
| Welsh | [ ]  | Cymraeg | [ ]  |
| British Sign Language | [ ]  | Iaith Arwyddion Prydain (BSL) | [ ]  |
| None of these | [ ]  | Arall *(*nodwch*)* | [ ]  |
| 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 dayactivities.” | **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.”* |
| Yes | [ ]  | No | [ ]  | Oes | [ ]  | Nac Oes | [ ]  |
| **What is your religion/(non-) belief even if you are not currently practising?** | **Beth yw’ch crefydd/cred/diffyg cred, hyd yn oed os nad mewn gair a gweithred?** |
| No religion | [ ]  | Dim crefydd | [ ]  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations | [ ]  | Cristion (gan gynnwys Eglwys Lloegr, Catholig, Protestannaidd a phob enwad Cristnogol arall*)* | [ ]  |
| Buddhist | [ ]  | Bwdhydd | [ ]  |
| Hindu | [ ]  | Hindŵ | [ ]  |
| Jewish | [ ]  | Iddewig | [ ]  |
| Muslim | [ ]  | Mwslim | [ ]  |
| Sikh | [ ]  | Sikh | [ ]  |
| Any other religion – please write in: |       | Unrhyw grefydd arall (nodwch isod) |       |
| Prefer not to say | [ ]  | Gwell gen i beidio â dweud | [ ]  |
| **Do you consider that you are actively practising your religion?** | **Yn eich barn chi, a ydych yn ymarfer eich crefydd mewn gair a gweithred?** |
| Yes | [ ]  | No | [ ]  | Ydw | [ ]  | Nac ydw | [ ]  |

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| **What is your ethnic group?** | **Beth yw’ch grŵp ethnig?** |
| British ( as defined above) | [ ]  | Prydeinig *(fel a ddiffiniwyd uchod)* | [ ]  |
| Any other white background (please write in) |       | Unrhyw gefndir gwyn arall (nodwch |       |
| Mixed | [ ]  | Cymysg | [ ]  |
| White & Black Caribbean | [ ]  | Gwyn a Du Caribïaidd | [ ]  |
| White & Black African | [ ]  | Gwyn a Du Affricanaidd | [ ]  |
| White & Asian | [ ]  | Gwyn ac Asiaidd | [ ]  |
| Any other mixed background (please write in) |       | Unrhyw gefndir cymysg arall (nodwch) |       |
| Asian or Asian British | [ ]  | Asiaidd neu Prydeinig Asiaidd | [ ]  |
| Indian | [ ]  | Indiaidd | [ ]  |
| Pakistani | [ ]  | Pacistanaidd | [ ]  |
| Bangladeshi | [ ]  | Bangladeshi | [ ]  |
| Chinese | [ ]  | Tsieineaidd | [ ]  |
| Any other Asian background (please write in) |       | Unrhyw gefndir Asiaidd arall (nodwch) |       |
| Black or Black British | [ ]  | Du neu Brydeinig Du | [ ]  |
| Caribbean | [ ]  | Caribïaidd | [ ]  |
| African | [ ]  | Affricanaidd | [ ]  |
| Any other African background (please write in) |       | Unrhyw gefndir Affricanaidd arall (nodwch) |       |
| Other Ethnic group | [ ]  | Grŵp Ethnig Arall | [ ]  |
| Any other (please write in) |       | Unrhyw grŵp ethnig arall (nodwch) |       |
| **What is your sexual orientation?** | **Beth yw eich tueddfryd rhywiol?** |
| Bisexual | [ ]  | Deurywiol | [ ]  |
| Gay Man | [ ]  | Dyn Hoyw | [ ]  |
| Gay Woman/Lesbian | [ ]  | Menyw Hoyw/Lesbiad | [ ]  |
| Heterosexual/Straight | [ ]  | Heterorywiol | [ ]  |
| Other | [ ]  | Arall | [ ]  |
| Prefer not to say | [ ]  | Mae’n well gen i beidio â dweud | [ ]  |
| **Are you reasonably fluent in any other language?** (Please write in below) | **A ydych yn weddol rugl mewn unrhyw ieithoedd eraill?** *(Nodwch hwy isod)* |
|       |       |