# *Cais am gyflogaeth*

# Employment Application

***Cyfeiriwch at y nodiadau arwain i’ch helpu i lenwi’r ffurflen hon***

**Please refer to the guidance notes to help you complete this form**

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| ***Swydd yr ymgeisiwyd amdani:***  **Post applied for:** | *Cynorthwyydd Gweithredol (Cyfnod Penodol)*  Executive Assistant (Fixed Term) |
| ***Ble welsoch chi’r hysbyseb am y swydd hon?***  **Where did you see this post advertised?** |  |
| ***Ydych chi’n gwneud cais am y swydd hon…?***  ***Are you applying for this post…?*** | Choose an item.  Rhowch fanylion / Please provide details: |

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| ***Adran Un***  **Section One** | ***DS Bydd gwybodaeth yn yr adran hon yn cael ei defnyddio gan y tîm Adnoddau Dynol i brosesu’r cais hwn. Ni fydd yr adran hon yn cael ei gweld gan y panel dewis***  **NB Information in this section will be used by the Human Resources team to process this application. This section will not be seen by the selection panel.** |

| ***MANYLION YR YMGEISYDD***  **APPLICANT DETAILS** | | | | | | | | |
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| *Teitl*  Title | |  | | *Cyfenw (neu enw’r teulu)*  Surname (or family name) | | |  | |
| *Enw(au) cyntaf*  First name(s) | |  | | | | | | |
| *Enw(au) arall y’ch gelwir chi*  Other name(s) by which you have been known | | | | |  | | | |
| *Dyddiad Geni*  Date of Birth | | | | |  | | | |
| *Cyfeiriad*  Address | | |  | | | | | |
|  | | |  | | | | | |
|  | | |  | | | *Cod Post*  Postcode | |  |
| *Cyswllt* Contact | *Ffôn*  Telephone | |  | | | *Rhif cyswllt gorau*  Preferred contact | |  |
|  | *Ffôn Symudol*  Mobile | |  | | |  | |  |
|  | *E-bost*  E-mail | |  | | | | | |
| *Rhif Yswiriant Cenedlaethol*  National Insurance Number | | |  | | | | | |

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| ***CYNLLUN CYFWELIAD ADLEOLI (RIS)***  **REDEPLOYMENT INTERVIEW SCHEME (RIS)** | | | | |
| *A ydych chi o’r farn eich bod chi’n gymwys, ac yn dymuno gwneud cais gan ddefnyddio’r Cynllun Cyfweliad Adleoli ar gyfer Gweision Sifil?*  Do you believe that you’re eligible, and wish to apply using the Redeployment Interview Scheme for Civil Servants? | *Ydw*  Yes |  | *Nac ydw* No |  |
| *Cyfeiriwch at y Canllaw i gael rhagor o wybodaeth am y cynllun hwn ac am gymhwysedd*  Please refer to the Guidance Document for more information about this scheme and eligibility | | | | |

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| ***MENTER LLE GWYCH I GYN-FILWYR WEITHIO***  **A GREAT PLACE TO WORK FOR VETERANS INITIATIVE** | | | | | | |
| *A ydych chi’n gyn-aelod o luoedd arfog Prydain, gan wasanaethu am o leiaf flwyddyn?*  Are you a veteran of the British armed forces with a minimum of one year’s service? | *Ydw* / Yes | | | |  | |
| *Nac ydw* / No | | | |  | |
| *Mae’n well gen i beidio â dweud* /  Prefer not to disclose | | | |  | |
| *Os ydych, a hoffech chi gael eich ystyried o dan fenter “Lle gwych i gyn-filwyr weithio”?*  If Yes, Would you like to be considered for the “Great place to work for veterans initiative”? | | *Ydw*  Yes |  | *Nac ydw*  No | |  |
| *Cyfeiriwch at y Canllaw i gael rhagor o wybodaeth am y fenter hon ac am gymhwysedd*  Please refer to the Guidance Document for more information about this initiative and eligibility | | | | | | |

| ***CENEDLIGRWYDD*** *Noder: Os cewch eich penodi, bydd angen tystiolaeth ddogfennol i gefnogi’ch atebion*  **NATIONALITY** Note: If you are appointed, documentary evidence will be required to support your answers | | | | | | | |
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| *Cenedligrwydd adeg eich geni*  Nationality at birth | | | | | | | |
|  | *Cymreig* / Welsh |  | *o Ogledd Iwerddon* / Northern Irish | | | | |
|  | *Seisnig* / English |  | *Prydeinig* *neu Brydeinig Cymysg* / British or Mixed British | | | | |
|  | *Albanaidd* / Scottish |  | *Arall (Nodwch)* / Other (please specify): | | | | |
| *Cenedligrwydd presennol (os yw’n wahanol)*  Present nationality (if different) | | | |  | | | |
| *A ydych wedi meddu ar genedligrwydd neu ddinasyddiaeth arall?*  Have you ever possessed any other nationality or citizenship? | | | | *Ydw*/Yes |  | *Nac ydw*/No |  |
| *A ydych yn rhwym i reolaeth fewnfudo?*  Are you subject to immigration control? | | | | *Ydw*/Yes |  | *Nac ydw*/No |  |
| *A oes cyfyngiadau ar eich bod yn parhau i fyw neu weithio yn y DU?*  Are there restrictions on your continued residence or employment in the UK? | | | | *Oes*/Yes |  | *Nac oes*/No |  |
| *Os ateboch yn GADARNHAOL i unrhyw un o’r cwestiynau uchod, rhowch y manylion isod:*  If you have answered ‘YES’ to any of the questions above, please give details below: | | | | | | | |
|  | | | | | | | |
| *A ydych yn byw’n gyfreithlon yn y DU?*  Are you lawfully resident in the UK? | | | | *Ydw*/Yes |  | *Nac ydw*/No |  |

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| ***PRYD Y BUDDWCH AR GAEL* / AVAILABILITY** |
| *A oes unrhyw ddyddiadau yn ystod y mis nesaf pan na allwch fynychu asesiad/cyfweliad?*  Are there any dates during the next month when you cannot attend for assessment/interview? |
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| ***IAITH A FFEFRIR AR GYFER GOHEBU YN Y DYFODOL, GAN GYNNWYS CYFWELIAD* / PREFERRED LANGUAGE FOR FUTURE CORRESPONDENCE, INCLUDING INTERVIEW** | | | | | | |
| *Cymraeg*  Welsh |  | *Saesneg*  English | | |  | |
| ***CYFIEITHU’R CAIS* / TRANSLATION OF APPLICATION** | | | | | | |
| *A ydych yn fodlon i’ch cais gael ei gyfieithu, pe bai angen?*  Are you willing for your application to be translated, if required? | | | *Ydw*  Yes |  | *Nac ydw*  No |  |

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| ***Adran Dau***  **Section Two** | ***Bydd yr adran hon yn cael ei chyflwyno i’r panel dewis***  **This section will be passed to the selection panel** |

| ***ADDYSG, GALWEDIGAETHOL A CHYMWYSTERAU PROFFESIYNOL PERTHNASOL* (*os byddwch yn llwyddiannus, bydd* y *cymwysterau sy’n ofynnol ar gyfer y rôl yn cael eu gwirio*)**  **RELEVANT EDUCATION, VOCATIONAL AND PROFESSIONAL QUALIFICATIONS (*if you are successful, qualifications required for the role will be verified*)** | | |
| --- | --- | --- |
| ***Cymwyster(au) a enillwyd***  **Qualification(s) achieved** | ***Sefydliad lle enillwyd y cymhwyster***  **Institution where qualification obtained** | ***Gradd/Lefel***  **Grade/Level** |
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| ***Manylion datblygiad proffesiynol, hyfforddiant perthnasol arall, aelodaethau proffesiynol a phrofiad gwirfoddol***  **Details of other relevant professional development, training, professional memberships and voluntary experience** |
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| **YR IAITH GYMRAEG –** *Nodwch lefel eich gallu yn yr Iaith Gymraeg ar hyn o bryd*  **WELSH LANGUAGE –** Please indicate your current level of ability in the Welsh language | | | | |
| --- | --- | --- | --- | --- |
|  | *Rhugl/uwch*  Fluent/Advanced | *Da*  Good | *Sylfaenol/ dysgwr* Basic/Learner | *Dim*  None |
| *Gallu llafar*  Spoken ability |  |  |  |  |
| *Gallu ysgrifenedig* Written ability |  |  |  |  |

| ***HANES CYFLOGAETH***  **EMPLOYMENT HISTORY** | | | | |
| --- | --- | --- | --- | --- |
| *Rhowch fanylion y 10 mlynedd diwethaf, neu brofiad cynharach os yw’n berthnasol i’r swydd; os byddwch yn llwyddiannus, bydd eich hanes cyflogaeth am y 5 mlynedd diwethaf yn cael ei wirio trwy ddefnyddio geirdaon*Please provide details for the last 10 years, or any earlier experience if relevant to the post, if you are successful employment history for the last 5 years will be verified using references | | | | |
| ***Cyflogwr presennol neu fwyaf diweddar* / Current or most recent employer** | | | | |
| *Cyflogwr*  Employer |  | | | |
| *Cyfeiriad*  Address |  | | | |
|  |  | | | |
|  |  | | *Cod Post*  Post Code |  |
| *Eich swydd*  Position held |  | | | |
| *Cyfnod cyflogaeth*  Period employed | *O*  From | /    / | *Hyd*  To | /    / |
| *Cyfnod rhybudd*  Notice period |  | | *Cyflog blynyddol*  Annual salary |  |
| *Rheswm dros adael (os yw’n gymwys)*  Reason for leaving (if applicable) | |  | | |
| *Disgrifiad bras o’ch dyletswyddau*  Brief description of duties | | | | |
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| ***Cyflogwr blaenorol* / Previous employer** | | | | | |
| --- | --- | --- | --- | --- | --- |
| *Cyflogwr*  Employer |  | | | | |
| *Cyfeiriad*  Address |  | | | | |
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|  | | | *Cod Post*  Post Code |  |
| *Eich swydd*  Position held |  | | | | |
| *Cyfnod cyflogaeth*  Period employed | *O*  From | | /    / | *Hyd*  To | /    / |
| *Rheswm dros adael*  Reason for leaving | |  | | *Cyflog blynyddol*  Annual salary |  |
| *Disgrifiad bras o’ch dyletswyddau*  Brief description of duties | | | | | |
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| ***Cyflogaeth arall (gan gynnwys hunan-gyflogaeth)*** *– Parhewch ar ddalen ar wahân os oes angen*  **Other employment (including self-employment)** – Please continue on a separate sheet if necessary | | | | |
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| *Cyflogwyr blaenorol*  Previous employers | *Teitl eich swydd a manylion bras*  *eich dyletswyddau*  Position held and brief details of duties | *Cyfnod cyflogaeth*  Period of employment | | *Rheswm dros adael*  Reason for leaving |
|  |  | *O*  From | *Hyd*  To |  |
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| ***Gwybodaeth ychwanegol am unrhyw fylchau yn eich gyrfa***  **Additional information about any gaps in career history** |
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| ***DATGANIAD ATEGOL (750 o eiriau ar y mwyaf)***  **SUPPORTING STATEMENT (maximum 750 words)** | |
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| *Disgrifiwch sut y mae eich ymddygiad, eich medrau a’ch profiad yn bodloni gofynion y swydd fel y’i hamlinellir ym manyleb y person. Cyfeiriwch at y nodiadau arweiniad wrth gwblhau’r datganiad hwn.*  Describe how your behaviours, skills and experience meet the requirements of the post as set out in the person specification. Please refer to the guidance notes when completing this statement. | |
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| *Nifer y geiriau* / Word count |  |

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| ***DALEN BARHAU* /CONTINUATION SHEET** |
| *Gwnewch yn glir pa adran yr ydych yn ei barhau* / Please make it clear which section you are continuing |
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| ***Adran Tri***  **Section Three** | ***DS Ni fydd yr adran hon yn cael ei gweld gan y panel dewis***  **NB This section will not be seen by the selection panel** |

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| ***CYFLE CYFARTAL / EQUAL OPPORTUNITIES***  Bydd y wybodaeth a ddarparwch yn yr adran hon yn cael ei defnyddio at ddibenion monitro ansawdd (mae manylion pellach i’w cael yn y Ddogfen Arweiniad)  The information you provide in this section will be used for equality monitoring purposes (further details can be found in the Guidance Document) . | |
| *A ydych yn cydsynio i’r wybodaeth hon gael ei phrosesu a’i defnyddio’n ddienw yn ein Cynllun Cydraddoldeb Strategol at ddibenion Monitro Cydraddoldeb?*  *(Gallwch dynnu’ch cydsyniad yn ôl ar unrhyw adeg trwy roi hysbysiad ysgrifenedig i Estyn)*  Do you consent to this information being processed, and used anonymously in our Strategic Equality Plan for Equality Monitoring purposes?  (Consent can be removed at any time by giving Estyn written notice) | Ydw / Yes  Nac Ydw / No |
| *Os byddwch yn llwyddiannus, a ydych chi’n cydsynio i’r wybodaeth hon gael ei phrosesu er mwyn creu cofnod personél, a’i defnyddio’n ddienw yn ffurflen gydymffurfiaeth Comisiwn y Gwasanaeth Sifil ac Arolwg Cyflogaeth Blynyddol y Gwasanaeth Sifil.*  (Gallwch dynnu’ch cydsyniad yn ôl ar unrhyw adeg trwy roi hysbysiad ysgrifenedig i Estyn)  If successful do you consent to this information being processed to create a personnel record, and be used anonymously in the Civil Service Commission compliance return and the Annual Civil Service Employment Survey.  (Consent can be removed at any time by giving Estyn written notice) | Ydw / Yes  Nac Ydw / No |

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| **RHYW / GENDER** | | |
| *Sut ydych chi’n adnabod eich hun?:*  How do you identify yourself?: |  | *Dyn* / Man |
|  | *Menyw* / Woman |
|  | *Arall* / Other  *Os oes yn well gennych ddefnyddio’ch term eich hun, nodwch yma /* If you prefer to use your own term, please specfiy here: \_\_\_\_\_\_\_\_\_\_\_ |
|  | *Mae’n well gen i beidio â dweud* / Prefer not to say |
| A yw eich hunaniaeth o ran rhywedd yr un fath â’r rhywedd y cawsoch eich geni ag ef?:  Is your gender identity the same as the gender you were born with?: |  | Ydy / Yes |
|  | Nac ydy / No |
|  | *Mae’n well gen i beidio â dweud* / Prefer not to say |

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| **STATWS PRIODASOL / MARITAL STATUS** | | | |
|  | *Priod neu phartneriaeth sifil* / Married or civil partnership |  | *Gweddw* / Widowed |
|  | *Wedi ysgaru* / Divorced |  | *Arall* / Other : \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | *Sengl* / Single |  | *Mae’n well gen i beidio â dweud* / Prefer not to say |

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| **BEICHIOGRWYDD / PREGNANCY** |

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| A ydych chi’n feichiog ar hyn o bryd, neu ydych chi wedi bod yn feichiog yn y flwyddyn ddiwethaf?  Are you currently pregnant or have you been pregnant in the last year? |  | *Ydw* / Yes |
|  | *Nac Ydw* / No |
|  | *Mae’n well gen i beidio â dweud* / Prefer not to say |

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| **ANABLEDD / DISABILITY** | | | | | |
| ***A ydych yn ystyried bod gennych chi anabledd neu gyflwr iechyd hirdymor?\****  **Do you consider yourself to have a disability or a long-term health condition?\*** | | | | | |
|  | *Ydw* / Yes | | | | |
|  | *Nac ydw* / No | | | | |
|  | *Mae’n well gen i beidio â dweud* / Prefer not to say | | | | |
| *\* Mae gan rywun anabledd os oes ganddo nam ar y corff neu’r meddwl, sy’n cael effaith andwyol sylweddol a hirdymor ar ei allu i ymgymryd â gweithgareddau arferol o ddydd i ddydd.*  \* A person has a disability if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out normal day-to-day activities. | | | | | |
| **GWYBODAETH YCHWANEGOL I BOBL ANABL/ ADDITIONAL INFORMATION FOR DISABLED PEOPLE** | | | | | |
| ***Cynllun Hyderus o ran Anabledd*** *– Cyfeiriwch at Adran tri o’r ddogfen arweiniad i gael manylion pellach*  **Disability Confident Scheme** – Please refer to Section Three of the guidance document for further details | | | | | |
| *A ydych chi o’r farn eich bod yn bodloni meini prawf hanfodol y swydd ac yr hoffech wneud cais o dan y Cynllun Hyderus o ran Anabledd?*  Do you feel that you meet the minimum essential job criteria and would like to apply under the Disability Confident Scheme? | | *Ydw*  Yes |  | *Nac ydw*  No |  |
| ***Cymorth ar gyfer asesiad /cyfweliad.*** *Rhowch wybod i ni am unrhyw addasiadau neu ofynion mynediad, offer neu gymorth ymarferol rhesymol eraill sydd gennych fel y gallwn sicrhau bod ein proses ddewis mor hygyrch â phosibl. Bydd y tîm AD yn ceisio trefnu cymorth i chi.*  **Assistance for assessment/interview.** Please advise us of any reasonable adjustments, access, equipment or other practical support requirements you may have so that we can ensure that our selection process is accessible. The HR team will try and arrange support for you. | | | | | |
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| **ETHNIGRWYDD / ETHNICITY** | | | |
|  | *Asiaidd neu Asiaidd Prydeinig - Bangladeshaidd*  Asian or Asian British - Bangladeshi |  | *Cymysg Gwyn ac Asiaidd*  Mixed White and Asian |
|  | *Asiaidd neu Asiaidd Prydeinig – Indian*  Asian or Asian British - Indian |  | *Cymysg Gwyn a Du Affricanaidd*  Mixed White and Black African |
|  | *Asiaidd neu Asiaidd Prydeinig - Pacistanaidd*  Asian or Asian British – Pakistani |  | *Cymysg Gwyn a Du Caribïaidd*  Mixed White and Black Caribbean |
|  | *Asiaidd neu Asiaidd Prydeinig - Tsieineaidd*  Asian or Asian British – Chinese |  | *Unrhyw Gefndir Cymysg Arall*  Any Other Mixed background |
|  | *Unrhyw Gefndiroedd Asiaidd Eraill*  Any Other Asian backgrounds |  | *Gwyn*  White |
|  | *Croenddu neu Groenddu Prydeinig - Affricanaidd*  Black or Black British - African |  | *Grŵp ethnig arall Arabaidd*  Other ethnic group Arab |
|  | *Croenddu neu Groenddu Prydeinig - Caribïaidd*  Black or Black British - Caribbean |  | *Grŵp ethnig arall (Nodwch):*  Other ethnic group (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | *Unrhyw Gefndiroedd Du Eraill*  Any Other Black backgrounds |  | *Mae’n well gen i beidio â dweud*  Prefer not to say |

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| **CREFYDD A CHRED / RELIGION AND BELIEF** | | | |
|  | *Bwdaidd* / Buddhist |  | *Sicaidd* / Sikh |
|  | *Cristnogo l* Christian |  | *Crefydd a chred arall* / Other religion or belief - *nodwch yma* / specfiy here\_\_\_\_\_\_\_ |
|  | *Hindŵaidd* / Hindu |
|  | *Iddewig* / Jewish |  | *Dim crefydd na chred* / No religion or belief |
|  | *Moslemaidd* / Muslim |  | *Mae’n well gen i beidio â dweud* / Prefer not to say |

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| **CYFEIRIADEDD RHYWIOL / SEXUAL ORIENTATION** | | | |
|  | *Deurywiol* / Bisexual |  | *Heterorywiol* / Heterosexual or straight |
|  | *Dyn hoyw* / Gay man |  | *Arall /* Other - *os oes yn well gennych ddefnyddio’ch term eich hun, nodwch yma* / if you prefer to use your own term, please specfiy here\_\_\_\_\_\_\_ |
|  | *Menyw hoyw, lesbiad* */*  Gay woman, lesbian |  | *Mae’n well gen i beidio â dweud* / Prefer not to say |

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| **CYFRIFOLDEBAU GOFALU / CARING RESPONSIBILTIES** | | | |
| **A oes unrhyw gyfrifoldebau gofalu gennych?  (ticiwch bob un sy’n berthnasol)**  **Do you have any caring responsibilities? (tick all that apply)** | | | |
|  | *Dim* / None |  | *Prif ofalwr neu gynorthwyydd ar gyfer unigolyn hŷn neu bobl hŷn (65 oed a hŷn)*  Primary carer or assistant for an older person or people (65 years and over) |
|  | *Prif ofalwr plentyn neu blant (o dan 18 oed)*  Primary carer of a child or children (under 18 years) |  | *Gofalwr eilaidd (mae rhywun arall yn cyflawni’r brif rôl ofalu)*  Secondary carer (another person carries out main caring role) |
|  | *Prif ofalwr plentyn neu blant anabl (o dan 18 oed)*  Primary carer of a disabled child or children (under 18 years) |  | *Mae’n well gen i beidio â dweud*  Prefer not to say |
|  | *Prif ofalwr neu gynorthwyydd ar gyfer oedolyn anabl (18 oed a hŷn)*  Primary carer or assistant for a disabled adult (18 years and over) |  |  |

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| ***CEFNDIR ECONOMIADD-GYMDEITHASOL* / SOCIO-ECONOMIC BACKGROUND** | | | |
| ***Pa fath o ysgol yr oeddech yn ei mynychu’n bennaf, rhwng 11 ac 16 mlwydd oed?***  **What type of school did you mainly attend between the ages of 11 and 16?** | | | |
|  | *Ysgol sy’n cael ei rhedeg neu ei hariannu gan y wladwriaeth – un sy’n dethol ar sail academaidd, ffydd neu sail arall*  State-run or state-funded school - selective on academic, faith or other grounds |  | *Ysgol sy’n cael ei rhedeg neu ei hariannu gan y wladwriaeth – un nad yw’n dethol*  State-run or state-funded school - non-selective |
|  | *Ysgol annibynnol neu ysgol sy’n codi ffi – bwrsari*  Independent or fee-paying school – bursary |  | *Ysgol annibynnol neu ysgol sy’n codi ffi – dim bwrsari*  Independent or fee-paying school - no bursary |
|  | *Wedi mynychu ysgol y tu allan i’r DU*  Attended school outside the UK |  | *Ddim yn gwybod*  Don’t know |
|  | *Arall*  Other |  | *Gwell gen i beidio â dweud*  Prefer not to say |
| ***Beth oedd y lefel uchaf o gymwysterau a gyflawnwyd gan eich rhiant/rhieni neu’ch gwarcheidwad/gwarcheidwaid erbyn ichi droi’n 18 mlwydd oed?***  **What is the highest level of qualifications achieved by either of your parent(s) or guardian(s) by the time you were 18?** | | | |
|  | *Mae gan o leiaf un gymhwyster lefel gradd*  At least one has a degree level qualification |  | *Cymwysterau is na lefel gradd*  Qualifications below degree level |
|  | *Dim cymwysterau ffurfiol*  No formal qualifications |  | *Ddim yn gwybod*  Don’t know |
|  | *Amherthnasol*  Not applicable |  | *Arall*  Other |
|  | *Gwell gen i beidio â dweud*  Prefer not to say |  |  |
| ***Wrth feddwl yn ôl at pan oeddech tua 14 mlwydd oed, pa un o’r rhain sy’n disgrifio orau’r math o waith yr oedd y prif enillydd incwm/yr enillydd incwm uchaf yn eich cartref yn ei wneud yn ei brif swydd?***  **Thinking back to when you were aged about 14, which best describes the sort of work the main/ highest income earner in your household did in their main job?** | | | |
|  | *Galwedigaethau proffesiynol modern fel: athro/darlithydd, nyrs. ffisiotherapydd, gweithiwr cymdeithasol, swyddog lles, artist, cerddor, swyddog yr heddlu (rhingyll neu uwch), dylunydd meddalwedd*  Modern professional occupations such as: teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, artist, musician, police officer (sergeant or above), software designer |  | *Galwedigaethau clerigol a chanolradd megis: ysgrifennydd, cynorthwyydd personol, gweithiwr clerigol, clerc swyddfa, asiant canolfan alwadau, nyrs gynorthwyol, gweinyddes feithrin*  Clerical and intermediate occupations such as: secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse |
|  | *Uwch reolwyr a gweinyddwyr sydd fel arfer yn gyfrifol am gynllunio, trefnu a chydlynu gwaith ac yn gyfrifol am gyllid megis: rheolwr cyllid, prif weithredwr*  Senior managers and administrators usually responsible for planning, organising and coordinating work and for finance such as: finance manager, chief executive |  | *Galwedigaethau technegol a chrefft megis: mecanydd cerbydau modur, gosodwr, arolygydd, plymwr, argraffwr, gwneuthurwr offer, trydanwr, garddwr, gyrrwr trenau*  Technical and craft occupations such as: motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver |
|  | *Galwedigaethau â llaw a galwedigaethau gwasanaeth lled-ailadroddus megis: gweithiwr post, gweithredwr peiriannau, swyddog diogelwch, gofalwr, gweithiwr fferm, cynorthwyydd arlwyo, derbynnydd, cynorthwyydd gwerthu*  Semi-routine manual and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant |  | *Galwedigaethau â llaw a galwedigaethau gwasanaeth ailadroddus megis: gyrrwr cerbydau nwyddau trwm, gyrrwr faniau, glanhäwr, porthor, paciwr, gwniadwr, negesydd, labrwr, gweinydd, staff bar*  Routine manual and service occupations such as: HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter / waitress, bar staff |
|  | *Rheolwyr canol neu is megis: rheolwr swyddfa, rheolwr manwerthu, rheolwr banc, rheolwr bwyty, rheolwr warws, tafarnwr*  Middle or junior managers such as: office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican |  | *Galwedigaethau proffesiynol traddodiadol megis: cyfrifydd, cyfreithiwr, ymarferydd meddygol, gwyddonydd, peiriannydd sifil/mecanyddol*  Traditional professional occupations such as: accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer |
|  | *Di-waith hirdymor (wedi hawlio Lwfans Ceisio Gwaith neu fudd-dal diweithdra cynharach am fwy na blwyddyn)*  Long term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year) |  | *Wedi ymddeol*  Retired |
|  | *Arall*  Other |  | A*mherthnasol*  Not applicable |
|  | *Ddim yn gwybod*  Don’t know |  | *Gwell gen i beidio â dweud*  Prefer not to say |

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| ***Wrth feddwl yn ôl at pan oeddech tua 14 mlwydd oed, oedd y prif enillydd incwm/yr enillydd incwm uchaf yn eich cartref yn gyflogedig neu’n hunangyflogedig?***  **Thinking back to when you were aged about 14, did the main/highest income earner in your household work as an employee or self-employed?** | | | |
|  | *Cyflogedig*  Employee |  | *Hunangyflogedig ac yn cyflogi eraill*  Self-employed with employees |
|  | *Hunangyflogedig/llawrydd heb gyflogi eraill*  Self-employed/freelancer without employees |  | *Ddim yn gweithio*  Not working |
|  | *Ddim yn gwybod*  Don’t know |  | *Amherthnasol*  Not applicable |
|  | *Gwell gen i beidio â dweud*  Prefer not to say |  |  |
| ***Os oedd yr enillydd incwm uchaf yn eich cartref wedi’i gyflogi pan oeddech yn 14 mlwydd oed, faint o bobl oedd yn gweithio i’w gyflogwr? Os oedd yn hunangyflogedig ac yn cyflogi pobl eraill, faint o bobl yr oedd yn eu cyflogi?*** *(Dewiswch un opsiwn yn unig)*  **If the highest income earner in your household was employed when you were aged 14, how many people worked for their employer? If they were self-employed and employed other people, how many people did they employ? (Please select only one option)** | | | |
|  | 1-24 |  | *25 neu ragor*  25 or more |
|  | *Ddim yn gwybod*  Don’t know |  | *Amherthnasol*  Not applicable |
|  | *Gwell gen i beidio â dweud*  Prefer not to say |  |  |
| ***Os oedd yr ennillydd incwm uchaf yn eich cartref wedi’i gyflogi pan oeddech yn 14 mlwydd oes, a oedd yn goruchwylio unrhyw weithwyr eraill?***  *Mae goruchwyliwr yn gyfrifol am oruchwylio gwaith cyflogeion eraill o ddydd i ddydd (Dewiswch un opsiwn yn unig)*  **If the highest income earner in your household was employed when you were aged 14, did they supervise any other employees?** A supervisor is responsible for overseeing the work of other employees on a day-to-day basis(Please select only one option) | | | |
|  | *Oedd*  Yes |  | *Nac oedd*  No |
|  | *Ddim yn gwybod*  Don’t know |  | *Amherthnasol*  Not applicable |
|  | *Gwell gen i beidio â dweud*  Prefer not to say |  |  |

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| ***Os gorffennoch chi’r ysgol ar ôl 1980, a oeddech chi’n gymwys am Brydau Ysgol Am Ddim ar unrhyw adeg yn ystod eich blynyddoedd ysgol?*** *Mae Prydau Ysgol Am Ddim yn fudd statudol i blant oedran ysgol o deuluoedd sy’n cael buddion cymhwyso eraill, ac nad ydynt wedi bod trwy’r broses gofrestru berthnasol. Nid yw’n cynnwys y rhai sy’n cael prydau yn yr ysgol trwy ddulliau eraill (e.e. ysgol breswyl).*  **If you finished school after 1980, were you eligible for Free School Meals at any point during your school years?** Free School Meals are a statutory benefit available to school-aged children from families who receive other qualifying benefits and who have been through the relevant registration process. It does not include those who receive meals at school through other means (e.g. boarding school). | | | |
|  | * Oeddwn * Yes |  | * Nac oeddwn   No |
|  | * Ddim yn berthnasol (wedi gorffen yr ysgol cyn 1980, neu wedi mynd i’r ysgol dramor)   Not applicable (finished school before 1980 or went to school overseas) |  | *Ddim yn gwybod*  Don’t know |
|  | *Gwell gen i beidio â dweud*  Prefer not to say |  |  |
| ***O gymharu â phobl yn gyffredinol a fyddech yn dweud eich bod yn dod o gefndir economiadd-gymdeithasol is?***  **Compared to people in general, would you describe yourself as coming from a lower socio-economic background?** | | | |
|  | *Byddwn*  Yes |  | *Na fyddwn*  No |
|  | *Ddim yn gwybod*  Don’t know |  | *Gwell gen i beidio â dweud*  Prefer not to say |

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| ***DATGANIAD / DECLARATION*** | | |
| * *Rwyf yn datgan bod y wybodaeth a roddais ar y ffurflen hon yn gywir ac yn gyflawn hyd eithaf fy ngwybodaeth a’m cred.* * *Rwyf yn deall, os canfyddir ar ôl hyn bod unrhyw ddatganiad yn ffug neu’n gamarweiniol, neu fy mod wedi celu gwybodaeth berthnasol, gellir gwrthod fy nghais neu dynnu cynnig yn ôl.* * *Rwyf yn deall pe bawn yn cael fy nghyflogi gan Estyn a bod unrhyw wybodaeth anghywir neu wybodaeth a hepgorwyd yn ymwneud â’r cais hwn yn dod i’r amlwg, gellir terfynu fy nghyflogaeth.* * I declare that the information I have given on this form is true and complete to the best of my knowledge and belief. * I understand that, if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be rejected or an offer withdrawn. * I understand that if I am employed by Estyn and any incorrect or omitted information relating to this application comes to light, my employment may be terminated. | | |
| *Enw*/Name: |  | |
| *Llofnod\**/Signature\*: |  |  |
| *Dyddiad*/Date: | /  / | |
| ***Sylwer: Rhaid i chi lofnodi a dyddio’r ffurflen gais hon.***  *\* Os ydych yn cyflwyno’r ffurflen hon drwy’r e-bost, ticiwch y blwch a theipio’ch enw yma.*  **Note: You must sign and date this application form.**  \* If you are submitting this form by e-mail please tick the box and type in your name here. | | |
|  | | |
| ***Pwysig: Deddf Diogelu Data a’r Rheoliad Diogelu Data Cyffredinol :*** *Bydd y wybodaeth yr ydych wedi’i rhoi ar y ffurflen hon yn cael ei phrosesu gan Estyn a’i asiantau a’i defnyddio yn unol ag egwyddorion Deddf Diogelu Data a’r Rheoliad Diogelu Data Cyffredinol. Bydd unrhyw ddata amdanoch chi’n cael ei gadw’n ddiogel, a dim ond y rhai a fydd ei angen mewn cysylltiad â’r cais a’r broses ddewis fydd yn cael ei weld. Gellir defnyddio data hefyd i fonitro effeithiolrwydd y broses recriwtio. Yn yr amgylchiadau hyn, ni fydd enw unrhyw un yn gysylltiedig ag unrhyw ddata. Os cewch eich penodi, bydd y wybodaeth hon yn cael ei phrosesu yn ystod eich cyflogaeth gydag Estyn. Os nad ydych yn llwyddiannus, bydd eich data personol yn ymwneud â’ch cais yn cael ei gadw am ddwy flwyddyn, ac yna’i ddinistrio.* Mae rhagor o wybodaeth i’w chael yn hysbysiad preifatrwydd Estyn [yma](http://www.estyn.llyw.cymru/dogfen/hysbysiad-preifatrwydd-ar-gyfer-ymgeiswyr-am-swydd) ac yn y canllaw recriwtio.  **Important: Data Protection Act and the General Data Protection Regulation :** The information you have given on this form will be processed by Estyn its agents and used in accordance with the principles of the Data Protection Act and the General Data Protection Regulations. Any data about you will be held in secure conditions, with access restricted to those who need it in connection with the application and selection process. Data may also be used for the purposes of monitoring the effectiveness of recruitment. In these circumstances all data will be kept anonymous. If you are appointed, this information will be processed during your employment with Estyn. If you are unsuccessful, your personal data relating to your application will be kept for two years and then destroyed. Further information can be found in Estyn’s privacy notice found [here](http://www.estyn.gov.wales/document/privacy-notice-job-applicants) and the recruitment guidance document. | | |

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| ***Cyflwyno’ch cais*** | **Submitting your application** |
| *Diolch i chi am lenwi’r ffurflen hon. Gallwch*  *e-bostio’ch ffurflen gyflawn i* [*recriwtio@estyn.llyw.cymru*](mailto:recriwtio@estyn.llyw.cymru)  *Rydym ni’n annog gwneud ceisiadau yn electronig o ganlyniad i COVID-19. Oherwydd bod y swyddfa ar gau, mae oedi cyn i ni gael y post a gallai hyn effeithio ar dderbyn eich cais. Os na allwch anfon eich cais yn electronig, cysylltwch â ni i drafod hyn ymhellach.* | Thank you for completing this form. You can email your completed form to [recruitment@estyn.gov.wales](mailto:recruitment@estyn.gov.wales)  We encourage an electronic application due to COVID-19. Due to office closure there are delays in receiving post that may impact on receipt of your application. If you are unable to send your application electronically  please contact us to discuss further. |