Section / Rhan:  **A**

## **Application for employment**

###### Cais am swydd (*Confidential/Cyfrinachol)*

Complete clearly using black ink. Please note that CVs will not be accepted.

Darllennwch y nodiadau canllaw amgaeedig cyn cwblhau’r ffurflen hon os gwelwch yn dda. Cwblhewch yn glir mewn inc du. Sylwer nad ydym yn derbyn CV.

**This page will not be used for short-listing purposes and will be separated from Section B upon receipt. Ni fydd y tudalen hyn yn cael ei defnyddio am bwrpasau byr-rhestri ac bydd yn cael ei wahanu oddi wrth Rhan B ar unwaith ar ôl ei derbyn.**

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| **Application For The Post Of / Cais Am Swydd:**  *(State job title)* |
| Name(s) / Enw(au): Title: Mr/Mrs/Ms/Miss/Dr (please circle)  Surname / Cyfenw:  Address / Cyfeiriad: Post Code / Cod Post:  Email/ Ebost: Date of Birth:  Tel / Ffon: Home / Cartref: Work / Gwaith: Mobile / Symudol: |

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| **Additional Information / Gwybodaeth Ychwanegol:**  Where did you learn of this vacancy?  **Sut glywsoch chi am y swydd hon?**  **As defined under unspent criminal convictions of the Rehabilitation of Offenders Act 1974, please give details of any convictions for criminal offences. Yn unol â’r diffiniad a geir o euogfarnau troseddol sydd wedi darfod o dan Ddeddf Ailsefydlu Troseddwyr 1974, rhowch fanylion am unrhyw euogfarnau am droseddau a gyflawnwyd.**  Are you free from immigration control and able to remain and work indefinitely in the UK? **Yes No**  What is your current notice period? | | | | | | | | | | | | | | | | |
| **References/Canolwyr:**  Please give us the name, address and status of **two referees** who are willing and able to provide a reference for you. One of whom should be your present or most recent employer (unless you have not worked before) and one other who is able to describe your suitability for this post. Rhowch enw, cyfeiriad a statws dau ganolwr sy’n fodlon ac yn gallu ysgrifennu tystlythyr ar eich rhan. Dylai un ohonynt fod yn gyflogwr presennol neu’r mwyaf diweddar (oni bai nad ydych wedi gweithio o’r blaen) a dylai’r llall allu disgrifio eich cymhwyster ar gyfer y swydd hon.  References are normally taken up when the candidate is invited for interview. If you do not wish referees to be contacted prior to interview please tick the appropriate boxes. Gofynnir am dystlythyrau fel arfer pan fydd yr ymgeisydd wedi ei wahodd am gyfweliad. Os byddai’n well gennych i ni beidio â chysylltu â chanolwyr cyn y cyfweliad, rhowch dic yn y blychau priodol. | | | | | | | | | | | | | | | | |
| Current/most recent employerName & Address / Enw a Chyfeiriad **Tel No:**  **Email address**:  Capacity known to you? \_\_  Contact prior to interview? / Cysylltu cyn cyfweliad?: | | | | | | | | Referee No. 2 / Canolwr 2 –Name & Address / Enw a Chyfeiriad **Tel No.:**  **Email address**:  Capacity known to you?  Contact prior to interview? / Cysylltu cyn cyfweliad?: | | | | | | | | |
| Yes |  | Cewch |  | No |  | Na Chewch |  | Yes |  | Cewch |  | No |  | Na Chewch |  | |
|  | | | | | | | |  | | | | | | | | |
| **Other**  Are you, to your knowledge, related to any staff member or Board of Trustees member of Cardiff Third Sector Council? | | | | | | | | | | | | | | | | |
| Yes |  | Cewch |  | No |  | Na Chewch |  |  | | | | | | | | |
|  | | | | | | | |
| If yes, please state: Name:  Capacity in which they are known to you: | | | | | | | |  | | | | | | | | |
| Data Protection Act 2018 / Deddf Gwarchod Data 2018 | | | | | | | | | | | | | | | |
| All or parts of the information on this form may be stored on computer files and used for the purpose of personnel administration. Such use will be subject to the provisions of the Data Protection Act 2018.  Gellir cadw peth neu’r cyfan o’r wybodaeth ar y ffurflen hon ar ffeiliau cyfrifiadur a’u defnyddio at ddibenion gweinyddu personél. Bydd defnydd o’r fath yn dod o fewn gofynion Deddf Gwarchod Data 2018. | | | | | | | | | | | | | | | |
| **Declaration / Datganiad:**  I declare that the information given in this application is accurate and true.  I understand that providing misleading or false information may result in disqualification from appointment or dismissal.  Rydw i yn cyhoeddu bod y wybodaeth rydw iw wei rhoi yn gywir ac yn gwir.  Rydw i'n deall rhoi wybodaeth camarwiniol neg ffug allai effeithio mewn gwaharddiad o benodiad neu gollyngdod.  Signature: Date:  Llofnod: Dyddiad: | | | | | | | | | | | | | | | |

Section / Rhan:  **B**

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| Education and training / Addysg a hyfforddiant | | |
| Name of School/College etc / Enw’r ysgol, coleg ac ati | Qualification & Grade / Cymhwyster a Gradd | Dates / Dyddiadau |
| **Employment history / Hanes cyflogaeth** | | |
| **Present or Most Recent Employment** / Swydd Bresennol Neu Fwyaf Diweddar:  Name & Address of Employer /  Enw a Chyfeiriad y Cyflogwr:  Position Held / Swydd a Ddaliwyd:    Brief Description of Duties / Disgrifiad Byr o’ch Ddyletswyddau:  Date Started / Dyddiad Cychwyn:  Period of Notice required / Hyd y Rhybudd a Gofynnir Amdano:  OR Leaving Date / NEU Ddyddiad Gadael:  Salary / Cyflog:  Reason for leaving, of for wishing to leave/ Rheswm am adael, neu dros ddymuno gadael: | | |

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| **Previous employment/Gwaith blaenorol: (From most recent first/ y mwyaf diweddar gyntaf)** | | | | | |
| Date From & To / Dyddiadau Cychwyn a Gorffen | | Employer / Cyflogwr | Job Title and brief detail of duties/ Teitl y swydd a manylion byr o’r dyletswyddau | Salary/Cyflog | Reasons For Leaving / Rhesymau Dros Adael |
| From | To |  | . |  |  |

**Further sheets may be attached if necessary / Gallwch ategu dalenni ychwanegol os y mynnwch.**

**Experience, Knowledge, Skills /Profiad, Gwybodaeth, Sgilliau**

Please use this section to show how your experience, skills and training gained both in paid employment and in voluntary work, or through study, make you suitable for this post. Please ensure that you have read the job description and person specification for the post and have given sufficient information to **describe how you meet the requirements set out in the person specification**. The information you give here will play a crucial part in the decision whether or not to interview you.

Defnyddiwch yr adran hon i ddangos ym mha ffordd y mae’r profiad, y sgiliau a’r hyfforddiant a gawsoch yn eich gwaith cyflogedig a’r tu allan iddo, neu trwy astudiaethau, yn eich gwneud yn addas ar gyfer y swydd hon. Gwnewch yn siwr eich bod wedi darllen y disgrifiad o’r gwaith a manyleb y person ar gyfer y swydd a’ch bod wedi rhoi digon o wybodaeth i **ddisgrifio sut yr ydych yn cwrdd â’r gofynion a amlinellir ym manyleb y person**. Bydd y wybodaeth a roddwch yma yn bwysig iawn wrth benderfynu a fyddwyn yn eich gwahodd am gyfweliad.

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| **Please describe how you meet the required skills, knowledge and experience detailed in the job description:**  (Disgrifiwch sut yr ydych yn cwrdd â'r sgiliau, y wybodaeth a'r profiad a nodir yn y swydd-ddisgrifiad)) |

Thank you for completing this form. Diolch am lenwi’r ffurflen hon.

**Please return to:**

**Jim Alexis( Private & Confidential),**

**The Mentor Ring**

**Butetown Community Centre ,Unit 4, 2nd Flr,**

**Butetown,**

**Cardiff, CF10 5UZ**

**Dychweler at: Jim Alexis( Private & Confidential),**

**Jim Alexis( Private & Confidential),**

**The Mentor Ring**

**Butetown Community Centre , Unit 4, 2nd Flr,**

**Butetown,**

**Cardiff, CF10 5UZ**

**Tel/Ffon 029 20 026157 / 02921321073**

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Registered charity : 1149605