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Gwasanaethau Addysg

Adeiladau’r Llywodraeth, Ffordd Dinerth, Bae Colwyn LL28 4UL

**MAE’R LLYTHYR HWN AR GAEL MEWN YSGRIFEN FWY OS OES ANGEN**

Annwyl Ymgeisydd,

Diolch i chi am holi am y swydd wag hon. Ynglŷn â’r cais, hoffwn dynnu eich sylw at rai pethau pwysig ynglŷn â’r broses o recriwtio a phenodi gweithwyr.

1. **Llenwi’r Ffurflen Gais**

* Er mwyn sicrhau cysondeb, mae’n rhaid i chi lenwi pob rhan o’r Ffurflen Gais. Ond, mi gewch chi anfon copi o’ch Curriculum Vitae efo’ch ffurflen gais (ond nid yn ei lle) os hoffech wneud hynny fel dull o gefnogi eich cais. Cofiwch lofnodi eich ffurflen gais a nodi’r dyddiad.
* Mae tystlythyrau yn rhan bwysig o’r broses recriwtio, a rhaid i chi wneud yn sïwr eich bod yn enwi eich cyflogwr presennol neu’r un mwyaf diweddar fel un o’ch canolwyr neu eich pennaeth/tiwtor os ydych newydd adael yr ysgol/coleg. Os ydych yn gweithio i’r Cyngor yn barod, rhowch enw eich rheolwr/aig llinell. Fel arfer, byddwn yn gofyn am dystlythyrau ynglŷn â chi os cewch eich gwahodd i ddod i gyfweliad, oni bai eich bod wedi nodi ar eich ffurflen gais nad ydych am i ni gysylltu â nhw ar hyn o bryd. Wedi dweud hynny, byddwn yn gofyn am dystlythyrau cyn cadarnhau ein bod yn cynnig swydd i chi.
* Byddwn yn dewis ymgeiswyr i fod ar restr fer ar sail yr hyn sydd wedi ei gynnwys ar y ffurflenni cais. Meddyliwch am brofiad gwaith neu gyfrifoldebau eraill a gawsoch yn y gorffennol. Gallai hyn fod o help i chi ganfod sgiliau rydych wedi eu cymryd yn ganiataol. Peidiwch ag anghofio unrhyw sgiliau neu brofiadau rydych wedi eu cael y tu allan i’r gwaith. Os nad ydych chi wedi bod mewn gwaith â thâl ers tro, neu os nad ydych chi erioed wedi cael gwaith o’r blaen, efallai fod eich hanes gwaith yn llai pwysig na rhai cyfrifoldebau a phrofiadau rydych wedi eu cael yn ddiweddar. Er enghraifft, efallai fod gennych gyfrifoldebau mawr gartref neu eich bod yn trefnu gweithgareddau cymdeithasol neu’n trefnu gweithgareddau yn eich cymuned pan fydd gennych amser i wneud hynny.

2. **Beth fydd yn digwydd nesa’?**

Yn anffodus, oherwydd ein bod yn cael cymaint o Ffurflenni Cais, nid ydym yn gallu rhoi gwybod i chi yn unigol ein bod wedi derbyn eich cais. Ond, bydd y rhai sy’n cael eu dewis i fod ar y rhestr fer fel arfer yn cael gwybod o fewn tair wythnos i ddyddiad cau y swydd. Os na fyddwch yn clywed gan yr Awdurdod yn ystod y cyfnod yma, yna dylech gymryd nad yw eich enw ar y rhestr fer.

3. **Cynnig Gwaith**

Ar ôl cyfweliad, os mai chi sy’n llwyddiannus, bydd y swyddog sy’n penodi yn cynnig y swydd i chi ar lafar. Ond, bydd y cynnig hwn yn dibynnu ar gael tystlythyrau boddhaol, cliriad meddygol, datgelu unrhyw ddedfrydau troseddol (os yw hynny yn berthnasol i’r swydd), prawf digonol o gymwysterau/cofrestru ac os yw’n berthnasol, a ydych yn gymwys i weithio yn y Deyrnas Gyfunol.

4. **Cyfle Cyfartal**

Er mwyn gwneud yn sïwr fod ein Polisi Cydraddoldeb yn gweithio’n effeithiol, rydym yn monitro cyfle cyfartal wrth recriwtio. Byddem yn ddiolchgar i chi petaech yn ein helpu i gydymffurfio â’r gyfraith drwy lenwi’r Ffurflen Monitro Recriwtio. Bydd hon yn cael ei thrin yn gyfrinachol a bydd yn cael ei gwahanu oddi wrth eich Ffurflen Gais cyn penderfynu ar restr fer.

Os ydych eisiau gwneud unrhyw sylwadau am unrhyw ran o’r gwasanaeth recriwtio neu’r broses recriwtio, rydym yn croesawu eich sylwadau a’ch awgrymiadau er mwyn ein helpu i wella pethau ble’n bosibl. Anfonwch unrhyw sylwadau ataf neu anfonwch neges e-bost at: dr.lowri.brown@conwy.gov.uk

Yn olaf, diolch i chi am ddangos diddordeb mewn gweithio i’r Cyngor, a phob lwc gyda’ch cais.

Yn gywir



Dr Lowri Vaughan Brown

Pennaeth Gwasanaethau Addysg Dros Dro (Prif Swyddog Addysg)

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Education Services

Government Buildings, Dinerth Road, Colwyn Bay LL28 4UL

**THIS LETTER IS AVAILABLE IN LARGER FONT ON REQUEST**

Dear Applicant,

Thank you for enquiring about this vacancy. In relation to the application, I would like to take this opportunity to highlight a few key issues in relation to the recruitment and appointment process.

1. **Completing the Application Form**

* In all cases, to ensure consistency you are required to complete the standard Application Form in full. However, you may, if you wish, submit a copy of your Curriculum Vitae in support of the details requested (not instead of) in the application form. Please remember to sign and date your application form.
* References are an important aspect of the recruitment process and you must ensure that one of your referees includes your present or most recent employer or, if not previously employed your headteacher/tutor if you are a school/college leaver. If you are currently employed by the Council please give the name of your line manager. Your references will normally be taken up if you are invited to interview, unless you indicate that an approach should not be made at this stage. However, reference will be taken up before an offer of appointment is confirmed.
* The shortlisting process will be based on evidence provided in application forms. Give thought to previous work experience or other responsibilities which may assist you to uncover skills which you may have taken for granted. Do not forget the skills and experience which you may have gained outside work. If you have been out of paid employment for a long time, or have never been employed, your job history may be less important than some of the responsibilities and experience which you have had more recently. For example. you may have considerable domestic responsibilities or may organise social or community activities in your spare time.

2. **What will happen next?**

Unfortunately, due to the large number of Application Forms we receive, we are unable to acknowledge individual applications. However, candidates selected for interview will normally receive notification within three of the closing date. If you do not hear from the Authority within this time period you may assume that you have not been shortlisted.

3. **Offer of Employment**

Following the interview, if you are successful, the appointing officer will make a verbal offer of employment. However, this offer will be subject to receipt of satisfactory checks in relation to references, medical clearance, disclosure of criminal convictions (if applicable), satisfactory evidence of qualifications/registration and if applicable eligibility to work in the UK.

4. **Equal Opportunities**

To ensure that our Equalities Policy is effective in practice, we are monitoring equal opportunities in recruitment. We would be grateful if you could assist us in complying with our legal obligations by completing the Recruitment Monitoring Form. This will be treated as confidential and detached from your Application Form before shortlisting.

If you would like to comment on any aspect of our recruitment service or the recruitment process we would welcome your comments and suggestions with a view to making improvements wherever possible. Such comments should be sent to me or e-mailed to: dr.lowri.brown@conwy.gov.uk

Finally, I would like to take this opportunity to thank you for your interest in working for the Council and wish you every success with your application.

Yours faithfully



Dr Lowri Vaughan Brown

Interim Head of Education Services (Chief Education Officer)

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| Cais am swydd **Gallwch ddefnyddio Cymraeg neu Saesneg**  **Gwybodaeth hefyd ar gael ar Fwrdd Swyddi www.conwy.gov.uk** | | Application for employmentYou may use Welsh or English **Details also available on** [**www.conwy.gov.uk**](http://www.conwy.gov.uk)  **on the Jobsboard** | |

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| **Cysylltwch â’r Gwasanaeth Personél Addysg os ydych angen y ffurflen hon mewn dull arall.**  **Defnyddiwch inc du neu deip.**  **Please contact the Education Personnel Service if you need this form in a different format.**  **Please use black ink or type.** |

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| **1. Manylion y swydd / Details of the position**  **Enw’r Swydd:**  **Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Lleoliad:**  **Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Cyflog:**  **Salary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Dylech gyfeirio at yr hysbyseb am fanylion o’r dyddiad cau.**  **Please refer to the advert for details of closing date.** A ydych yn dymuno rhannu’r swydd (os cynigir hyn yn yr hysbyseb)? Ydw / Nac YdwDo you wish to Job Share this position (if ‘Job Share’ is stated in the advert)? Yes / No |

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| **2. Manylion personol / Personal details** | |
| **Cyfenw:**  **Surname:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Enw(au) cyntaf:  **First Name (s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Cyfeiriad:**  **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Rhif ffôn cartref:**  **Home phone number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Ffôn Symudol/Rhif cysylltu arall:**  **Mobile Phone/Other contact number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Cyfeiriad E-bost:**  **E-Mail address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **3. Cymwysterau Addysgol**  **a Phroffesiynol** | | | **Educational and Professional Qualifications** | |
| **O:**  **From:** | **Hyd:**  **To:** | **Ysgol Uwchradd, Coleg, Prifysgol:**  **Secondary School, College, University:** | | **Cymwysterau gan nodi’r pwnc a’r radd:**  **Qualifications with subject and grade you achieved:** |
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| **4. Hyfforddiant a Datblygu arall** | | | **Other Training and Development** |
| **O:**  **From:** | **Hyd:**  **To:** | **Teitl:**  **Title:** | |
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| **5.**  **Os yw gyrru’n ofynnol yn y swydd, a oes gennych drwydded yrru ddilys? Os ‘Nac oes’, rhowch fanylion.**  **Oes / Nac Oes**  **If driving is a requirement of the post, do you have a valid driving licence. If ‘No’, please give details.**  **Yes / No** | Os yw gyrru’n ofynnol yn y swydd, a oes gennych gerbyd y gallwch ei ddefnyddio ar gyfer eich gwaith?  Oes / Nac Oes  Os ‘Nac Oes’, a ydych yn gallu defnyddio dull arall o deithio ar gyfer gwaith?  Ydw / Nac Ydw  If driving is a requirement of the post, do you have access to a vehicle which you are able to use for work purposes?  Yes / No  If ‘No’, are you able to travel, for work purposes, by another type of transport?  Yes / No |

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| **6. Swydd bresennol neu ddiwethaf** | Present or most recent employment |
| **Cyflogwr:**  **Employer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Swydd:**  **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Dyddiad eich penodi:**  **Date you were appointed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Cyflog:**  **Salary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Cyfeiriad:**  **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Dyddiad gadael (os yw’n berthnasol):**  **Date left (if this applies):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Graddfa:**  **Grade:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Disgrifiad byr o’ch dyletswyddau a’ch cyfrifoldebau:**  **Brief description of your duties and responsibilities:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Y rheswm dros adael neu chwilio am swydd newydd:**  **Reason for leaving or looking for a new position:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Rhybudd Gofynnol (os yw’n berthnasol):**  **Notice Period (if this applies):** | |

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| **7. Swyddi blaenorol**  **(Nodwch pob cyfnod mewn gwaith/di-waith)** | | | All previous employment  **(Please include all periods of employment/unemployment)** | | | |
| **O:**  **From:** | **Hyd:**  **To:** | **Enw a chyfeiriad y cyflogwr:**  **Name & address of employer:** | | **Swydd:**  **Post:** | **Cyflog:**  **Salary:** | **Y rheswm dros adael:**  **Reason for leaving:** |
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| **Defnyddiwch dudalen arall os oes angen.**  **Gallwn gysylltu ag unrhyw gyflogwr blaenorol.** | | | **Continue on separate sheet if necessary.**  **We may contact any previous employer.** | | | |

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| **8. Gwybodaeth ychwanegol i gefnogi eich cais**  **Amlinellwch y sgiliau a’r profiad ‘rydych wedi’u hennill trwy waith taladwy ac/neu waith gwirfoddol, a gweithgareddau eraill a diddordebau sy’n berthnasol i’ch cais ar gyfer y swydd. Cofiwch na fydd CV yn dderbyniol yn lle ffurflen gais. Gallwch gynnwys copi o’ch CV i ategu’r manylion y gofynnir amdanynt ar y ffurflen gais hon (ond nid yn ei lle).** | **Additional information to support your application**  **Please outline the skills and experience you have gained through paid and/or voluntary employment and other work activities and interests which are relevant to your application for this vacancy. Please note we will not accept your Curriculum Vitae (CV) instead of this form. You may include a copy of your CV in support (not instead) of your Application Form.** |
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| **Defnyddiwch dudalen arall os oes angen** | Continue on separate sheet if necessary |

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| **9. Canolwyr**  **Nodwch enw a chyfeiriad dau ganolwr. Dylai eich cyflogwr presennol neu’ch cyflogwr diwethaf fod yn un ohonynt. Ni ddylid defnyddio perthnasau, Cynghorwyr CBS Conwy nac unrhyw aelod o’r Bwrdd Rheoli sy’n gwneud y penodiad fel Canolwyr.** | | | | | References  **Please provide names and addresses of two referees, one of whom should be your current or most recent employer. Referees should not be relatives or Councillors of Conwy CBC or be a member of the Governing Body making the appointment.** | | | | |
| **1.** | **Enw:** | |  | | **2.** | **Enw:** | |  | |
|  | **Name:** | |  | |  | **Name:** | |  | |
|  | **Cyfeiriad:** | |  | |  | **Cyfeiriad:** | |  | |
|  | **Address:** | |  | |  | **Address:** | |  | |
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|  | **Rhif ffôn:** | |  | |  | **Rhif ffôn:** | |  | |
|  | **Tel no:** | |  | |  | **Tel no:** | |  | |
|  | **ebost:** |  | | |  | **ebost:** |  | | |
|  | **email:** |  | | |  | **email:** |  | | |
| **Pam dewiswyd fel canolwr?**  **Why chosen as a referee?** | | | |  | **Pam dewiswyd fel canolwr?**  **Why chosen as a referee?** | | | |  |
| **Fel arfer ceisir tystlythyrau cyn y cyfweliad.**  **Os oes gennych unrhyw wrthwynebiad, nodwch yma.** | | | | | **References will normally be sought prior to interview.**  **If you have any objections to references being sought at this stage, please indicate.** | | | | |

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| **10. Ydych chi’n perthyn i Gynghorydd**  **neu i unrhyw un sy’n gweithio i’r**  **Cyngor?**  **Ydw / Nac Ydw**  **Os ‘Ydw’, rhowch fanylion:**  **Enw:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Swydd:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Sylwer: ni fyddwn yn ystyried eich cais os byddwch yn cysylltu â chynghorwyr neu weithwyr eraill y Cyngor i ddylanwadu ar eich cais.** | **Are you related to any Councillor or Employee of Conwy County Borough Council?**  **Yes / No**  **If ‘Yes’, please give details:**  **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please note that we will not consider your application if you contact Councillors or other council employees to influence your application.** |

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| **11. Sgiliau defnyddio’r**  **Gymraeg a’r Saesneg**  **ticiwch y blwch perthnasol** | | | | | **Your skills in using**  **Welsh and English**  **please tick the relevant box** | | | | |
|  | **Deall**  **Understand** | | **Siarad**  **Speak** | | **Darllen**  **Read** | | **Ysgrifennu**  **Write** | |  |
|  | **Cymraeg**  **Welsh** | **Saesneg**  **English** | **Cymraeg**  **Welsh** | **Saesneg**  **English** | **Cymraeg**  **Welsh** | **Saesneg**  **English** | **Cymraeg**  **Welsh** | **Saesneg**  **English** |  |
| **dim o gwbl** |  |  |  |  |  |  |  |  | **not at all** |
| **ychydig** |  |  |  |  |  |  |  |  | **a little** |
| **cymedrol** |  |  |  |  |  |  |  |  | **moderately** |
| **eithaf da** |  |  |  |  |  |  |  |  | **quite well** |
| **rhugl** |  |  |  |  |  |  |  |  | **fluently** |

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| **Pe baech yn cael eich rhoi ar y rhestr fer ar gyfer cyfweliad, a oes yna unrhyw ddyddiadau lle nad ydych ar gael?** | **If you are shortlisted for interview, are there any dates when you are not available?** |

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| **Dyddiadau:** | **Dates:** |

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| 12. Deddf Diogelu Data 1998 | Data Protection Act 1998 |
| Mae’r wybodaeth rydych wedi ei nodi ar y ffurflen gais hon yn dod o dan reoliadau Deddf Diogelu Data 1998. Gallwn gopïo’r wybodaeth sy’n cael ei rhoi gennych ar y ffurflen hon i’w defnyddio yn ystod y drefn recriwtio. Petaech yn cael eich penodi, bydd y ffurflen yn cael ei defnyddio fel rhan o’ch ffeil bersonol ac er mwyn casglu gwybodaeth gweithlu. | The information you have given in this application form is covered by the rules and regulations of the Data Protection Act 1998. Information provided by you on this form may be copied for use during the recruitment procedure. If you are appointed, this form will be used as part of your personal employee file and to gather workforce information. |
| 13. Trwydded Waith  A ydych angen Trwydded Waith? YDW / NAC YDW  Os oes gennych Drwydded Waith yn barod beth yw’r dyddiad darfod? | Work Permit  Do you require a Work Permit? YES / NO  If you already hold a Work Permit what is the expiry date? |
| .................................................................... | .................................................................... |
| 14. Datgelu Cofnod Troseddol | Declaration of Criminal Record |
| Gan eich bod yn gwneud cais am swydd i weithio gyda phlant, bydd angen Datgeliad arnoch drwy’r Gwasanaeth Datgelu a Gwahardd Cofnodi Troseddau. Mae’n rhaid i chi nodi manylion unrhyw drosedd, rhybuddion, cerydd a rhybuddion terfynol, ac unrhyw wybodaeth arall allai ddylanwadu ar eich addasrwydd ar gyfer y swydd.  Os nad ydych yn rhoi gwybodaeth berthnasol i ni neu’n rhoi gwybodaeth ffug, gallai hyn arwain at dynnu’r cynnig o swydd yn ôl, neu ar ôl eich penodi, at gamau disgyblu a diswyddo yn dilyn ymchwiliad. | As you are applying for a position which involves working with children, you will need a Disclosure Check through the Disclosure and Barring Service. You must give details of any criminal convictions, cautions, reprimands, and final warnings, and any other information that may have a bearing on your suitability for the position.  If you fail to give us relevant information or give false information, this may result in an offer of appointment being withdrawn, or if you are appointed, disciplinary action and dismissal after an investigation. |
| Nid yw rhoi manylion unrhyw drosedd, rhybudd, cerydd neu rybudd terfynol nac unrhyw wybodaeth arall o angenrheidrwydd yn golygu na fyddwn yn eich ystyried ar gyfer y swydd. Byddwn yn ystyried eich addasrwydd yn sgil yr holl wybodaeth sydd ar gael. | If you give details of a criminal conviction, caution, reprimand or final warning, and any other relevant information, it does not mean that we will not consider you for the position. Your suitability for appointment will be considered in the light of all available information. |
| Rhowch fanylion unrhyw droseddau ac yn y blaen ar y ffurflen sydd ynghlwm. | Please give details of any criminal convictions, etc on the attached form. |
| 15. Datganiad | Declaration |
| Mae’r wybodaeth a roddwyd gennyf ar y ffurflen hon yn gywir ac yn gyflawn. Rwy’n deall y bydd Gwiriad Datgelu yn cael ei wneud drwy’r Gwasanaeth Datgelu a Gwahardd.  Pe buaswn yn methu â rhoi gwybodaeth neu’n rhoi gwybodaeth anghywir, rwy’n deall y gallai hyn arwain at dynnu’r cynnig swydd yn ôl neu at gamau disgyblu neu yn ddiweddarach diswyddo.  Rwy’n deall y bydd cysylltu â chynghorwyr neu weithwyr eraill yr Awdurdod i ddylanwadu ar fy nghais yn fy niarddel rhag cael fy mhenodi.  Rwy’n rhoi fy nghaniatâd, yn unol â Deddf Diogelu Data 1998, i chi brosesu a chadw’r wybodaeth sydd ar y ffurflen hon. | The information I have given on this application form is true and complete. I understand that a Disclosure Check will be sought through the Disclosure and Barring Service.  I understand that, if I fail to give information, or provide incorrect information, this may result in an offer of appointment being withdrawn or in disciplinary action or dismissal at a later date.  I understand that contacting Councillors or other Council employees to influence my application would disqualify me from appointment.  I give my consent under the Data Protection Act 1998, to you processing and storing the information in this form. |
| **Llofnod: Dyddiad:**  **Signed: ................................................................................................. Date: ..........................................................** | |
| Dychwelwch y ffurflen gais fel a nodir yn yr hysbyseb. | Please return your application as directed in the advert for the post. |

|  |  |
| --- | --- |
| **Nodwch A fuasech gystal â chwblhau y ‘Ffurflen Monitro Recriwtio’ a ‘Ffurflen R2’**  **(Datguddiad o Ddedfrydau neu Rybuddion).**  Dylid dychwelyd y ddwy ffurflen gyda’r ffurflen gais ond mewn amlen ar wahân gyda’r swydd yr ymgeisir amdani wedi’i nodi yn glir ar yr amlen. | **Note In addition please complete the ‘Recruitment Monitoring Form’ and ‘Form R2’**  **(Disclosure of Convictions or Cautions).**  **These two forms should be returned with the application form but in a separate envelope with the post applied for clearly marked on the envelope.** |

A fyddech gystal â chwblhau’r ‘Ffurflen Monitro Recriwtio’ a’r

‘Ffurflen R2’ (Datguddiad o Ddedfrydau neu Rybuddion).

Dylid dychwelyd y ddwy ffurflen gyda’r ffurflen gais ond mewn amlen ar wahân gyda’r swydd yr ymgeisir amdani wedi’i nodi yn glir ar yr amlen.

Diolch yn fawr.

- - - - - - - - - - - -

Please complete the ‘Recruitment Monitoring Form’

and ‘Form R2’ (Disclosure of Convictions or Cautions).

These two forms should be returned with the application form but in a separate envelope with the post applied for clearly marked on the envelope.

Thank you.

 

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|  |
| --- |
| Ffurflen Monitro Recriwtio  Recruitment Monitoring Form |
|  |
| Polisi Cydraddoldeb  Mae cydraddoldeb yn fater hollbwysig i Gyngor Bwrdeistref Sirol Conwy. Mae’n bwysig ein bod yn sicrhau nad yw ymgeiswyr yn cael eu trin yn llai ffafriol oherwydd eu rhyw, tueddiad rhywiol, hil, tarddiad ethnig neu genedlaethol, crefydd neu gred, statws priodasol, anabledd, oedran neu iaith. Er mwyn monitro ein Polisi Cyfleoedd Cyfartal yn llwyddiannus, mae’n rhaid i ni gasglu rhywfaint o wybodaeth o’r Ffurflen Monitro Recriwtio. Cedwir y ffurflen hon ar wahân i’r ffurflen gais. Bydd yr wybodaeth yn cael ei chadw gan yr Adran Bersonél, ac yn cael ei thrin yn gwbl gyfrinachol.  Equalities Policy  Equality is a vital issue for Conwy County Borough Council. It is important for us to make sure that no candidate receives less favourable treatment because of their sex, sexual orientation, race, ethnic or national origin, religion or belief, married status, disability, age or language. To monitor our Equalities Policy successfully, we need to collect certain information from the Recruitment Monitoring Form. This form will be kept separate from the application form. It will be kept in the Personnel Section and dealt with in the strictest confidence. | | |

Cwblhewch y ffurflen yma a’i dychwelyd gyda’r ffurflen gais, wedi’i selio mewn amlen.

Os y’i hargraffwyd o’r Rhyngrwyd, dychwelwch y ffurflen hon gyda’r ffurflen gais mewn amlen ar wahân gyda’r swydd yr ymgeisir amdani wedi’i nodi yn glir ar yr amlen.

Could you please complete this form, seal it in an envelope and return with your application form.

If printed from the Internet please place this form in a separate envelope with the position

applied for clearly marked on the envelope and return it with your application form.

Enw Name ................................................................................ Dyddiad Geni Date of Birth ...................................

Swydd y ceisir amdani Post applied for ...................................................... Dyddiad Date ....................................

✓ y blwch perthnasol ymhob adran: Please ✓ appropriate box for each section:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Gwryw Male |  | Benyw Female |  | Priod Married |  | Di-briod Not Married |  |

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| --- | --- | --- | --- | --- | --- |
| Gofynnir y cwestiwn a ganlyn er mwyn ein helpu i lynu wrth ein hymrwymiad i’r “Cynllun Yn Gadarn o Blaid Pobl Anabl”. Mae hyn yn cynnwys ymrwymiad i warantu cyfweliad am swydd i bob ymgeisydd anabl sy’n gymwys o ran meini prawf y swydd wag.  We ask this question to help us to meet our commitment to the ‘Positive about Disabled People Scheme’. This includes a commitment to guarantee a job interview for all disabled applicants who meet the minimum criteria for a job vacancy. | | | | | |
| A ydych yn ystyried eich hun yn anabl o dan Ddeddf Gwahaniaethu ar Sail Anabledd 1995? Hynny yw, a oes gennych:  nam meddyliol neu gorfforol *(yn cynnwys nam ar y synhwyrau neu nam cudd)* sy’n cael effaith sylweddol *(hynny yw, yn fwy nag effaith pitw bychan)*; niweidiol a hir-dymor *(hynny yw, sydd wedi parhau am flwyddyn o leiaf, neu sy’n debygol o barhau am weddill oes yr unigolyn)* ar allu’r unigolyn i ymgymryd â gweithgareddau o ddydd i ddydd.  Do you consider yourself disabled under the Disability Discrimination Act 1995? This means, do you have:  a physical or mental impairment *(including sensory or hidden impairments)* which has a substantial *(that is, more than minor or trivial)*; adverse; and long term *(that is, which has lasted or is likely to last for at least a year or is likely to last for the rest of the life of the person)* effect on a person’s ability to carry out normal day to day activities. | | Ydw |  | Nac  ydw |  |
|  |  |  |  |
| Yes |  | No |  |
| Oes angen unrhyw gyfleusterau neu addasiadau arbennig arnoch?. Os oes, beth ydynt?  Do you need any special facilities or adjustments? If so, what are these? | | | | | |
| *Nodwch ymhle y gwelsoch yr hysbyseb am y swydd hon:*  *Please state where you saw the advertisement for this post:* |  | | | | |

1. Tarddiad Ethnig Ethnic Origin

Dewiswch dim ond un adran o A i E, a thiciwch y blwch cywir i ddynodi eich cefndir.

(Rydym wedi defnyddio categorïau a argymhellwyd gan y Comisiwn Cydraddoldeb Hiliol)

Choose only one section from A to E, and tick the appropriate box to indicate your background.

(We have used the categories recommended by the Commission for Racial Equality)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A Gwyn White | | | | | | | | | | | |
| Prydeinig  British |  | Seisnig  English |  | Albanaidd Scottish |  | Cymreig  Welsh |  | Gwyddelig Irish |  | Arall  Other |  |
| Os ydych o gefndir Gwyn arall, ysgrifennwch ef yma:  If ‘other’ White background, please specify: | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| B Cymysg Mixed | | | | | | | |
| Gwyn a Du Caribïaidd  White & Black Carribbean |  | Gwyn a Du Affricanaidd  White & Black African |  | Gwyn ac Asiaidd  White & Asian |  | Arall  Other |  |
| Os ydych o unrhyw gefndir Cymysg arall, ysgrifennwch ef yma:  If ‘other’ Mixed background, please specify: | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| C Asiaidd, Asiaidd Brydeinig, Asiaidd Seisnig, Asiaidd Albanaidd, neu Asiaidd Gymreig  Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh | | | | | | | |
| Indiaidd  Indian |  | Pacistanaidd  Pakistani |  | Bangladeshaidd  Bangladeshi |  | Arall  Other |  |
| Os ydych o unrhyw gefndir Asiaidd arall, ysgrifennwch ef yma:  If ‘other’ Asian background, please specify: | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| D Du, Du Prydeinig, Du Seisnig, Du Albanaidd, Du Cymreig  Black, Black British, Black English, Black Scottish, or Black Welsh | | | | | |
| Caribïaidd  Caribbean |  | Affricanaidd  African |  | Arall  Other |  |
| Os ydych o gefndir Du arall, ysgrifennwch ef yma:  If ‘other’ Black background, please specify: | | | | | |

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| --- | --- | --- | --- |
| E Tsieineaidd, Tsieineaidd Brydeinig, Tsieineaidd Seisnig, Tsieineaidd Albanaidd, Tseineaidd Gymreig  neu darddiad ethnig arall  Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or Other ethnic group | | | |
| Tsieineaidd  Chinese |  | Arall  Other |  |
| Os ydych o unrhyw gefndir arall Tsieineaidd, ysgrifennwch ef yma:  If ‘other’ Chinese background, please specify: | | | |

2. Cyfrifoldebau gofalu am eraill Caring responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A oes unrhyw un sy’n dibynnu arnoch chi am ofal a sylw o ddydd i ddydd, er enghraifft, plant, partner neu aelod arall o’r teulu?  Is there anyone who relies on you for day-to-day care and attention,  For example, children, partner or other family member? | Oes  Yes |  | Nac oes  No |  |

3. Siarad Cymraeg Welsh Language Ability

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ydych chi’n siarad Cymraeg?  Are you a Welsh speaker? | Ydw  Yes |  | Nac ydw  No |  |

FFURFLEN R2

|  |  |  |
| --- | --- | --- |
|  | | Gwasanaethau Addysg **Adran Personél, Ffordd Dinerth,** **Bae Colwyn LL28 4UL** |
|  | **Cais am Gyflogaeth - (Ysgolion a Sefydliadau Addysgol eraill)** | |

### CYFRINACHOL

## DATGUDDIAD O DDEDFRYDAU NEU RYBUDDION

**DS Ni fydd cofnod troseddol yn golygu rhwystr yn eich erbyn i gael swydd.**

1. Ar gyfer swyddi sydd gyda cysylltiad â phlant, mae datguddiad o gefndir troseddol yn angenrheidiol a bydd darpariaeth Deddf Ailsefydlu Troseddwyr 1974 (Eithriad) (Gwelliannau) yn berthnasol.

2. 'Rwyf yn deall os caf fy mhenodi, bydd angen i mi gyflwyno adroddiad datguddiad drwy'r Gwasanaeth Datgelu a Gwahardd fydd yn cynnwys manylion am unrhyw ddedfrydau presennol neu sydd wedi darfod, rhybuddion a cheryddau. Yn ychwanegol, deallaf fod yn ofynnol i mi ddatgelu unrhyw orchymyn presennol sydd mewn grym sydd yn fy rhwystro rhag gweithio gyda plant.

3. Enw Llawn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Cyfeiriad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Côd Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Y swydd yr ymgeisir amdani: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Ysgol / Sefydliad Addysgol: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Dilëir fel bo’n briodol:

Nid oes gennyf unrhyw ddedfrydau, ymrwymiadau neu rybuddion

neu

Yr wyf yn cyfaddef bod gennyf ddedfrydau sydd yn cynnwys dedfrydau sydd wedi darfod, ymrwymiadau neu rybuddion, gyda'r manylion fel a ganlyn:

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Arwyddwyd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dyddiad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dylai'r ffurflen hon gael ei dychwelyd fel a nodir.

# FORM R2

|  |  |  |
| --- | --- | --- |
|  | | Education Services **Personnel Section, Dinerth Road, Colwyn Bay LL28 4UL** |
|  | **Application for Employment - (Schools and other Educational Establishments)** | |

### CONFIDENTIAL

## DISCLOSURE OF CONVICTIONS OR CAUTIONS

**NB A criminal record will not necessarily be a bar to obtaining a position.**

1. For posts involving access to children, a disclosure of criminal background is required for which the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Orders will apply.

2. I understand that, if appointed, I will be required to submit a disclosure report through the Disclosure and Barring Service which will contain details of any spent or unspent convictions as well as cautions, warnings and reprimands. In addition I am aware that I must disclose any order currently in force restricting me from working with children.

3. Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Post Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. School / Educational Establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Delete as appropriate:

I do not have a record of convictions, bind overs or cautions

or

I admit to having a record of convictions including spent convictions, bind overs or cautions,

the details being as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form should be returned as directed.