

**Rhif Cyfeirnod**

**Ref. No.**

**CAIS AM SWYDD / APPLICATION FOR EMPLOYMENT**

**RHAN 1 / PART 1 – MANYLION PERSONOL / PERSONAL DETAILS**

**Cais am Swydd / Application for Post of:**

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**Adran / Department:**

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**Llythrennau Blaen / Initials** Cyfenw / Surname:

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| --- | --- |
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**Man Geni / Place of Birth**

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**Cyfeiriad / Address**

|  |
| --- |
| **Cod Post / Post Code:** |

**Ffon (Gwaith) / Phone (Work) Ffon (Cartref) / Ffon (Home)**

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**Ffon (Symudol) / Phone (Mobile) Ebost / Email**

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**A yw rheolau mewnfudo yn berthnasol i chi? / Are you subject to immigration control?**

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| --- |
| Ydynt / Yes [ ]  Nac Ydynt / No [ ]  |

**A ydych chi wedi bod o genedigrwydd neu ddinasyddiaeth arall erioed? / Have you ever had any other nationality or citizenship?**

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| --- |
| Ydynt / Yes [ ]  Nac Ydynt / No [ ]  |

**Os YDW, rhowch fanylion / If YES please give details:**

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**A ydych chi’n rhydd i aros a chael eich cyflogi yn y DU? / Are you free to remain and take up employment in the UK?**

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| Ydynt / Yes [ ]  Nac Ydynt / No [ ]  |

**CANOLWYR / REFEREES**

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| A fyddai modd i chi ddarparu enw a chyfeiriad dau ganolwr (gan gynnwys cyfeiriad ebost) os gwelwch yn dda. Dylai’ch cyflogwr presennol (neu eich cyflogwr diweddaraf) fod yn un o‘r rhain. Ni chaniataeir defnyddio ffrindiau neu berthnasau fel canolwyr.Can you please provide us with names and addresses of two referees (including their email address). One of them should be your present (or most recent employer. Friends and releatives should not be used as referees. |
| **Canolwr 1****Referee 1** |  |
| A gawn ni gysylltu â’r canolwr uchod nawr?May we contact the above referee now? | Cewch / Yes [ ]  Na Chewch / No [ ]  |
| **Canolwr 2****Referee 2** |  |
| A gawn ni gysylltu â’r canolwr uchod nawr?May we contact the above referee now? | Cewch / Yes [ ]  Na Chewch / No [ ]  |

Mae Rheoliad Cyffredinol Gwarchod Data (GDPR) 2018 yn gofyn i gyflogwyr hysbysu ymgeiswyr am swyddi y cedwir eu manylion personol ar ffeil a gedwir yn gyfrinachol. Ni ddosberthir y ffurflenni cais ar wahân i’r rhai hynny sydd â rhan allweddol yn y broses o benodi personi’r swydd. Yn dilyn gwneud penodiad cesglir dogfennau at ei gilydd a’u cadw cyn eu dinistrio. Mae’n ofynnol derbyn eich cydsyniad i hyn. Bydd y Llyfrgell yn cymryd yn ganiataol eich bod yn cydsynio os arwyddwch y Ffurflen Gais a’i dychwelyd fel cais swyddogol am swydd.

The General Data Protection Regulation (GDPR) 2018 requires employers to notify candidates that their personal details will be kept on file confidentially. Access to the application forms will be restricted to those who have a key role in the appointment process. At the conclusion of the appointment process all the documents are collected and stored securely prior to their destruction. We require your consent to this. The Library will consider that this is given by your signature on the form and its return to the Library as an official application for the post.

|  |  |
| --- | --- |
| Llofnod / Signature: |  |
| Dyddiad / Date: |  |

**Dychweler y ffurflen hon erbyn y dyddiad cau at: / Please return this form by the closing date to:**

Uned Adnoddau Dynol / Human Resources Section

Llyfrgell Genedlaethol Cymru / National Library of Wales, Penglais, Aberystwyth, Ceredigion SY23 3BU

🖂: swyddi@llgc.org.uk / vacancies@llgc.org.uk

🕿: 01970 632530 / 632531

**Rhif Cyfeirnod**

**Ref. No.**

**RHAN 2 / PART 2**

**CAIS AM SWYDD / APPLICATION FOR POST OF:**

**Cais am Swydd / Application for Post of:**

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**Adran / Department:**

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**SWYDD BRESENNOL NEU SWYDD DDIWEDDARAF / PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Swydd / Post |  |
| Cyflog / Salary |  |
| Cyflogwr / Employer |  |
| Cyfeiriad / Address |  |
| Dyddiad Dechrau / Start Date |  |
| Dyddiad Gorffen / End Date |  |
| Rheswm dros adael / Reason for Leaving |  |
| Rhowch grynodeb o’ch dyletswyddau a’ch cyfrifoldebau / Give a brief outline of your duties and responsibilities: |
|  |

**CYFLOGAETH FLAENOROL / PREVIOUS EMPLOYMENT**

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| --- | --- | --- |
| Dyddiadau / DatesO/From Hyd / To | CyflogwrEmployer | Rheswm dros adaelReason for leaving |
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**CYMWYSTERAU ADDYSGOL / QUALIFICATIONS**

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| Dyddiadau / DatesO / From Hyd / To | Cyflogwr/Coleg/PrifysgolEmployer/College/ University | Graddau / CymwysterauGrades / Qualifications |
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Os yw’r swydd yn gofyn am gymhwyster penodol, e.e. gradd/cymhwyster proffesiynol bydd angen i chi ddangos tystiolaeth o hynny pe baech yn cael cynnig ac yn derbyn y swydd.

If the post asks for a relevant qualification e.g. degree/professional qualification you will need to show evidence should you be offered & accepted the post.

**SGILIAU CRAIDD TGCH / CORE ICT SKILLS**

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| We/Web |[ ]  Ebost / Email |[ ]  MS Word |[ ]  MS Excel |[ ]
| MS PowerPoint |[ ]  MS Access |[ ]  Rheoli Ffeiliau / File Management |[ ]

Dylid nodi unrhyw sgiliau TGCH (e.e. Pecynnau meddalwedd neu systemau).

Please detail any other relevant ICT Skills (eg Software Packages or Systems).

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**SGILIAU IEITHYDDOL CYMRAEG**

Llenwch y bylchau isod i ddiffinio eich sgil yn yr iaith Gymraeg

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| **Darllen** | **Siarad** | **Deall** | **Ysgrifennu** |
| Darllen yn rhugl |[ ]  Rhugl |[ ]  Dealltwriaeth lawn |[ ]  Medrus – dim angen gwirio |[ ]
| Darllen rhan fwyaf o ddeunydd |[ ]  Yn y rhan fwyaf o sefyllfaoedd |[ ]  Yn y rhan fwyaf o sgyrsiau |[ ]  Gwaith ysgrifenedig efo rhywfaint o olygu |[ ]
| Darllen efo cymorth geiriadur |[ ]  Siarad efo peth petruster |[ ]  Sgyrsiau gwaith |[ ]  Drafftio testun efo rhywfaint o olygu |[ ]
| Darllen syml |[ ]  Gallu ateb ymholiadau syml |[ ]  Sgyrsiau cymdeithasol |[ ]  Ateb gohebiaeth syml |[ ]
| Darllen sylfaenol |[ ]  Siarad sylfaenol |[ ]  Sylfaenol |[ ]  Sylfaenol |[ ]
| Dim sgiliau |[ ]  Dim sgiliau |[ ]  Dim sgiliau |[ ]  Dim sgiliau |[ ]

**ENGLISH LANGUAGE SKILLS**

Complete the boxes to determine your level of skill in the English language

|  |  |  |  |
| --- | --- | --- | --- |
| **Reading** | **Spoken** | **Understanding** | **Written** |
| Full Understanding |[ ]  Fluent |[ ]  Full Understanding |[ ]  Proficient |[ ]
| Most Material Routine |[ ]  In Most Situations |[ ]  Most Conversations |[ ]  Prepare Written Work |[ ]
| Material Simple |[ ]  With Some Hesitancy |[ ]  Routine Conversation |[ ]  Draft Routine Text |[ ]
| Material |[ ]  Answer Simple Questions |[ ]  Social Conversation |[ ]  Answer Simple Queries |[ ]
| Basic Words / phrases |[ ]  Basic Conversations |[ ]  Basic Enquiries |[ ]  Write Basic Messages |[ ]
| None |[ ]  None |[ ]  None |[ ]  None |[ ]

**IEITHOEDD ERAILL / OTHER LANGUAGES**

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**GWYBODAETH BELLACH / FURTHER INFORMATION**

Isod, dylid ychwanegu unrhyw wybodaeth, sylwad neu enghraifft fydd o fudd i gefnogi a chyfoethogi eich cais. Rhowch enghreifftiau o sut mae eich sgiliau, profiad a gwybodaeth blaenorol yn cwrdd â gofynion y swydd. Cyfeiriwch, cyn belled a mae’n bosibl, at bob pwynt yn y drefn y mae’n ymddangos yn y disgrifiad swydd a manyleb person.

Below, demonstrate any information, comments or examples which will support and enrich your application. Give examples of how your previous skills, experience and knowledge meet the criteria of the job description. Refer, when possible, to each point in the order they appear in the job description and person specifications.

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**DIWEDD / END**