

CYNNIG AM SWYDD / APPLICATION FOR EMPLOYMENT

Cwblhewch bob adran o'r ffurflen gais a darparwch yr holl wybodaeth berthnasol yma. Ni fyddwn yn ystyried brasluniau gyrfa neu lythyrau eglurhaol fel rhan o'ch cais.

Please complete all sections of the form and provide all relevant information here.
We will not consider CVs or cover letters as part of your application.

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| Swydd y cynigir amdani: Post applied for: | |
| Ble welsoch chi'r swydd wedi ei hysbysebu? (Os ar-lein, wnewch chi nodi'r wefan benodol os gwelwch yn dda) Where did you see the post advertised? (If online, please state specific website) | |

| MANYLION PERSONOL / PERSONAL DETAILS | |
|--|--|
| Teitl / Title | |
| Enw(au) Cyntaf / Forename(s) | |
| Cyfenw / Surname | |
| Cyfeiriad / Address | |
| Rhif Ffôn Cartref / Home tel. no. | |
| Rhif Ffôn Symudol / Mobile tel. no. | |
| E-bost / E-mail | |

| SWYDD PRESENNOL NEU DDIWETHAF / PRESENT OR LAST POST | |
|--|--|
| Swydd / Post | |
| Cyflogwr / Employer | |
| Dyddiadau cychwyn a gorffen / Date from/to | |
| Rheswm dros adael / Reason for leaving (if applicable) | |
| Crynodeb o'r dyletswyddau / Summary of responsibilities | |

| SWYDDI BLAENOROL / PREVIOUS POSTS | | | | | |
|--|---------------------|-----------------|-----------------|--|---|
| Cyflogwr / Employer | Swydd / Post | O / From | Hyd / To | Crynodeb o'r dyletswyddau / Summary of responsibilities | Rheswm dros adael / Reason for leaving |
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| ADDYSG A CHYMWYSTERAU / EDUCATION AND QUALIFICATIONS | | | |
|--|-----------------|-----------------|-------------------------------------|
| Ysgol / coleg / prifysgol... School / college / university... | O / From | Hyd / To | Cymwysterau / Qualifications |
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| DONIAU IEITHYDDOL / LANGUAGE SKILLS | | | | | |
|---|-------------------------------|---------------------------|--------------------------------|-----------------------------|-----------------------|
| | | Rhugl / Fluent | Boddhaol / Moderate | Dysgu / Learning | Dim / None |
| SAESNEG / ENGLISH | Ar lafar / Speaking | | | | |
| | Ysgrifenedig / Writing | | | | |
| CYMRAEG / WELSH | Ar lafar / Speaking | | | | |
| | Ysgrifenedig / Writing | | | | |
| leithoedd eraill, neu sylwadau / Other languages, or comments: | | | | | |

PROFIAD ADDAS ARALL / OTHER RELEVANT EXPERIENCE

**Sgiliau a phrofiad o Dechnoleg Gwybodaeth /
Skills and experience in Information Technology**

**Cyrsiau proffesiynol/hyfforddiant /
Professional courses/training attended**

Diddordebau cymwys / Relevant interests

DATGANIAD I GEFNOGI'CH CAIS**STATEMENT IN SUPPORT OF YOUR APPLICATION**

Nodwch yn glir sut mae eich sgiliau a'ch profiad yn bodloni pob un o ofynion hanfodol y Fanyleb Person, yn ogystal â'r priodoleddau dymunol lle bo modd. Bydd yr wybodaeth a roddwch yn cael ei defnyddio fel sail ar gyfer llunio rhestr fer. Gallwch ddefnyddio pob gofyniad fel pennawd, er enghraifft:

Gallu dangos llwyddiant mewn hyfforddi eraill

Rwyf wedi hyfforddi gweithwyr ieuenctid am 3 blynedd... ayyb.

Please state clearly how your skills and experience meet each of the essential requirements of the Person Specification, as well as desirable attributes where possible. The information you provide will be used as the basis for shortlisting. You may use each requirement as a heading, for example:

Demonstrable success in training others

I have delivered training to youth workers for 3 years...etc.

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| CWESTIYNAU YCHWANEGOL / ADDITIONAL QUESTIONS | |
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| <p>Beth yw'r dyddiad cynharaf y gallwch gychwyn y swydd, os yn llwyddiannus?</p> <p>If successful, what is the earliest date that you could start the job?</p> | |
| <p>Os oes gennych anabledd, dywedwch wrthym am unrhyw addasiad yr hoffech i ni ei wneud i'ch cynorthwyo mewn cyfweiliad.</p> <p>If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.</p> | |
| <p>A oes cyfyngiadau arnoch sy'n eich rhwystro rhag byw yn y DU (e.e. angen trwydded waith)?</p> <p>Are there any restrictions regarding your employment in the UK (e.g. work permit required)?</p> | |

CANOLWYR / REFEREES

Rhowch fanylion ddau ganolwr, yn cynnwys eich cyflogwr presennol neu fwyaf diweddar. Byddwn ond yn cysylltu â'ch canolwr ar ôl i ni gynnig y swydd yn amodol i chi.

Please provide details of two referees, including your present or most recent employer. We only contact referees after we have made a provisional offer of employment.

| | | |
|----------|---------------------------------|--|
| 1 | Enw / Name | |
| | Swydd / Position | |
| | Sefydliad / Organisation | |
| | Cyfeiriad / Address | |
| | Rhif Ffôn / Tel. No. | |
| | E-bost / E-mail | |

| | | |
|----------|---------------------------------|--|
| 2 | Enw / Name | |
| | Swydd / Position | |
| | Sefydliad / Organisation | |
| | Cyfeiriad / Address | |
| | Rhif Ffôn / Tel. No. | |
| | E-bost / E-mail | |

DATGANIAD / DECLARATION

Tystiaf fod y datganiadau a wnaed gennyf ar y ffurflen hon yn gywir ac y bydd unrhyw gytundeb am swydd a gynnigir i mi gan Ganolfan Materion Rhyngwladol Cymru yn ddibynnol ar eu cywirdeb. Rwyf wedi darllen a deall pob amod arbennig a nodir yn y disgrifiad o'r rôl, gan gynnwys unrhyw ofynion o ran gwiriadau'r Gwasanaeth Datgelu a Gwahardd a allai fod ynghlwm fel rhan o'n Polisi Amddiffyn Plant.

I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by the Welsh Centre for International Affairs. I have read and understood any special conditions set out in the role description, including any requirements for Disclosure and Barring Service checks that may be made as part of our Child Protection Policy.

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| Llofnod yr Ymgeisydd / Signature of Applicant | |
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|-----------------------|--|
| Dyddiad / Date | |
|-----------------------|--|

Anfonwch eich cais drwy e-bost at centre@wcia.org.uk cyn y dyddiad cau sydd wedi'i nodi yn y pecyn ymgeisio. Os nad oes gennych fynediad at e-bost, gallwch ddefnyddio'r cyfeiriad a ganlyn:

Cynigion Swydd
Canolfan Materion Rhyngwladol Cymru
Y Deml Heddwch
Parc Cathays
Caerdydd
CF10 3AP

Please e-mail your application to centre@wcia.org.uk before the deadline stated in the application pack. If you do not have access to email, you may use the following address:

Employment Applications
Welsh Centre for International Affairs
Temple of Peace
Cathays Park
Cardiff
CF10 3AP