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**MUDIAD FFERMWYR IFANC CYMRU**

**WALES FEDERATION OF YOUNG FARMERS' CLUBS CANOLFAN CFFI / YFC CENTRE**

**LLANELWEDD**

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[**www.cffi-cymru.org.uk**](http://www.cffi-cymru.org.uk/) **/** [**www.yfc-wales.org.uk**](http://www.yfc-wales.org.uk/)

CAIS AM SWYDD /APPLICATION FOR EMPLOYMENT

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| **MANYLION Y SWYDD / VACANCY DETAILS** |
| Swydd / Post: |

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| **MANYLION PERSONOL / PERSONAL DETAILS** | | |
| Mr / Mrs / Miss / Ms / Arall / Mr / Mrs / Miss / Ms / Other: |  | |
| Enwau cyntaf / Forenames: |
| hCyfenw / Surname: |
| Ticiwch y rhif yr hoffech inni ei ddefnyddio i gysylltu â chi / Tick for a preferred contact number |
| Rhif ffôn dydd / Daytime telephone: |
| Rhif ffôn symudol / Mobile telephone |
| Rhif ffôn nos / Evening telephone: | Cod post / Post code: |  |
| Cyfeiriad Ebost / E-mail address: | | |
| **PRYD YDYCH AR GAEL AM GYFWELIAD / AVAILABILITY FOR INTERVIEW** | | |
| Nodwch unrhyw ddyddiadau pan NA fyddwch ar gael ar gyfer cyfweliad neu unrhyw addasiadau rhesymol fo’u  hangen arnoch i’r broses ddethol / Please indicate any dates when you will NOT be available for interview or any reasonable adjustments you may require for the selection process: | | |

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| **ADDYSG A CHYMWYSTERAU / EDUCATION AND QUALIFICATIONS**  **(Y diweddaraf yn gyntaf / Most recent first)** | | | | | |
| Cymwysterau a Graddau / Qualification and Grade | Ysgol, Coleg, Prifysgol, ayb / School, College, University, etc | | Dyddiadau / Dates | | |
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| **DATBLYGU PROFFESIYNOL PARHAUS / CONTINUING PROFESSIONAL DEVELOPMENT**  **Cyrsiau hyfforddi sy’n berthnasol i’r cais / Training courses relevant to the application** | | | | | |
| Cwrs neu Weithgaredd / Course or Activity | | Darparwr / Provider | | Dyddiadau / Dates | |
| O / From | I / To |
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| **SWYDD BRESENNOL NEU DDIWEDDARAF / PRESENT OR MOST RECENT EMPLOYMENT** | | | | | |
| Swydd / Job Title: | | | | | |
| Llawn Amser neu Ran Amser / Full Time or | | | | | |

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| Part Time: | | | | | |
| Cyflogwr / Employer: | | | | | |
| Dyddiadau / Date of Appointment: | O / From: | | I / To: | |  |
| Cyflog/Graddfa / Salary/Grade: | | | | | |
| Buddiannau eraill / Other Benefits: | | | | | |
| Rhybudd sydd angen ei roi: / Notice period: | | | | | |
| Disgrifiad byr o’r prif ddyletswyddau, cyfrifoldebau a chyflawniadau /  Brief description of main duties, responsibilities and achievements: | | | | | |
| **IAITH GYMRAEG / WELSH LANGUAGE** | | | | | |
| Mae’r Mudiad yn sefydliad dwyieithog sy’n gweithredu Cynllun Iaith Gymraeg / The Movement is a bi-lingual institution that operates a Welsh Language Scheme | | | | | |
| Dewis iaith ar gyfer gohebiaeth / Preferred Language for Correspondence: | | Cymraeg / Welsh | Saesneg / English | | Dwyieithog  / Bilingual |
| Ydych chi’n siarad Cymraeg? /  Are you a Welsh Speaker? | | Ie / Yes | | Na / No | |

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| Ydych chi’n gallu ysgrifennu yn Gymraeg? /  Can you write in Welsh? | Ie / Yes | Na / No |
| **TEITHIO/TRAVELLING** | | |
| Ydych yn medru ar Drwydded Yrru lawn? / Do you hold a current driving Licence | Ie / Yes | Na / No |

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| **SWYDDI BLAENOROL / PREVIOUS APPOINTMENTS** | |
| Rhestrwch bob swydd flaenorol (yr un ddiweddaraf yn gyntaf) gan gynnwys unrhyw waith di- dâl neu waith gwirfoddol. Nodwch y rhesymau dros unrhyw fylchau yn y manylion. / List all previous employment (most recent first) including any unpaid or voluntary work. Please account for any gaps in details. | |
| Cyflogwr / Employer: |  |
| Swydd / Position: |  |
| Dyddiadau / Dates: |  |
| Cyflogwr / Employer: |  |
| Swydd / Position: |  |
| Dyddiadau / Dates: |  |
| Cyflogwr / Employer: |  |
| Swydd / Position: |  |
| Dyddiadau / Dates: |  |
| Cyflogwr / Employer: |  |
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| Cyflogwr / Employer: | |
| Swydd / Position: | |
| Dyddiadau / Dates: | |

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| Ai eich cyflogwr wnaeth ddod â’ch cyflogaeth i ben mewn unrhyw rai o’r swyddi uchod? / Please confirm if any of the above resulted in the termination of your employment by your employer. |  | Ie / Yes | Na / No |
| Os ‘ie’ yw’r ateb, a ddaeth eich cyflogaeth i ben oherwydd: contract cyfnod penodol yn gorffen neu benderfyniad nad oedd modd neu angen i’r cyflogwr barhau i ariannu’r swydd dan sylw? / If the answer to the above was Yes, was the reason for termination due to expiry of fixed term contract or redundancy? | No | Do / Yes | Naddo / |
| Rheswm arall (rhowch y rheswm) / Other reason (please state reason). | | | |

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| **CANOLWYR / REFEREES** | | |
| Rhowch fanylion am 2 unigolyn y gallwn gysylltu â hwy yn gyfrinachol (nid perthnasau) am eirda. /  Please give details of 2 persons whom we may approach in confidence (not relatives) for a reference. | | |
|  | Canolwr cyntaf / First referee | Ail ganolwr / Second referee |
| Enw / Name: |  |  |
| Teitl y Swydd / Post Title: |
| Cwmni /Cyflogwr: / Company/Employer: |
| Cyfeiriad / Address: |
| Cod Post / Postcode: |
| Rhif ffôn / Telephone: |
| Ebost / E-mail: |
| Ffacs / Fax: |
| Perthynas / Relationship: |
| Nodwch y byddwn yn cysylltu â’ch canolwyr os cewch wahoddiad am gyfweliad. Os nad ydych eisiau i ni gysylltu â’r canolwyr ar hyn o bryd rhowch ‘X’ yn y blwch. Sylwer y bydd angen o leiaf un geirda ar gyfer y broses ddethol. / Please note that we will write to your referees if you are invited to interview. If you do not wish a referee to be contacted at this stage, please  place an ‘X’ in the box. Please note we require at least one reference for the selection | | |

process.

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| **GWYBODAETH I GEFNOGI’R CAIS HWN /**  **INFORMATION IN SUPPORT OF THIS APPLICATION** |
| Rhowch isod unrhyw wybodaeth ychwanegol (eich profiad, eich medrau, eich gwybodaeth a’ch nodweddion personol) sy’n berthnasol i ddisgrifiad y swydd a’r fanyldeb bersonol sy’n dangos sut rydych chi’n addas i’r swydd. (Cewch barhau ar ddalen A4 ar wahân os bydd angen) /  Please include below any additional information (experience, skills, knowledge and personal attributes) relevant to the job description and person specification that demonstrates your suitability for this post. (Continue on a separate A4 sheet if necessary) |
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| Yn lle y gwnaethoch chi weld y swydd yn cael ei hysbysebu? Please indicate where you saw the position advertised? |

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| **DATGANIAD / DECLARATION** | |
| Rwyf yn datgan bod y wybodaeth a roddwyd ym mhob rhan o’r ffurflen gais hon yn gywir hyd eithaf fy ngwybodaeth. Rwy’n deall y bydd rhoi gwybodaeth ffug neu gamarweiniol yn golygu y bydd fy nghais yn annerbyniol ac, os caf fy mhenodi, yn arwain at fy niswyddo. Rwyf yn  derbyn, os caf fy mhenodi, y gellir defnyddio’r wybodaeth sydd ar y ffurflen gais hon yn unol ag Atodlen 2 o Ddeddf Diogelu Data 1998 i lunio rhan o’m cofnod personol parhaol. / I declare that the information given in all parts of this application form are, to the best of my knowledge, correct. I understand that giving any false or misleading information will make my application unacceptable and if I am appointed, may lead to my dismissal. I accept that, if I am appointed, the information on this application form may be used, in accordance with Schedule 2 of the Data Protection Act 1998, to form part of my permanent personal record. | |
| Llofnod yr Ymgeisydd / Signature of Applicant: | Dyddiad/ Date: |

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| DATGANIAD EBOST / E-MAILED SUBMISSIONS | |
| Ceisiadau drwy ebost – rhowch ‘X’ yn y blwch i gadarnhau’r datganiad isod os gwelwch yn dda /  Email submissions – Please place an ‘X’ in the box to confirm the statement below: |  |
| Drwy gyflwyno’r cais hwn rwy’n datgan bod y wybodaeth gynwysedig i gyd yn wir a chywir hyd eithaf fy ngwybodaeth a’m cred. Rwy’n deall y bydd rhoi gwybodaeth ffug neu ddatganiad camarweiniol neu hepgor unrhyw wybodaeth arwyddocaol arall yn golygu y bydd fy nghais yn annilys ac, os caf fy mhenodi, yn arwain at gamau disgyblu a allai gynnwys fy niswyddo.  By submitting this application I hereby declare that to the best of my knowledge and belief, all information contained is true and accurate. I understand that any false declaration or misleading statement or any significant omission will invalidate my application and if employed, render me liable to disciplinary action which may include dismissal. | |