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| FOR NWWT USE ONLY |
| ACKNOWLEDGE |

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| DEFNYDD YNC YN UNIG |
| CYDNABOD |



# APPLICATION FOR EMPLOYMENT/

# FFURFLEN GAIS AM SWYDD

STRICTLY CONFIDENTIAL/ GWBL GYFRINACHOL

To be returned to/Dychwelyd i

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| [sarah.callon@northwaleswildlifetrust.org.uk](mailto:sarah.callon@northwaleswildlifetrust.org.uk) | The NWWT is committed to an Equal Opportunities Policy, covering all areas of employment.  Mae YNGC yn gyflogwr cyfle cyfartal, yn cynnwys bob ardal o gyflogaeth |

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| Post applied for  Y swydd yr ydych yn ceisio amdani | Project Officer: Wales Resilient Ecosystem Network Project (WaREN) |

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| How did you learn of this vacancy?  Sut glywsoch am y swydd? |  |

#### Personal details/Manylion personol

(BLOCK CAPITALS PLEASE)/(PRIFLYTHRENNAU OS GWELWCH YN DDA)

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| --- | --- | --- | --- |
| Surname/Cyfenw |  | Dr/Mr/Mrs/Miss/Ms/Other  Dr/Mr/Mrs/Miss/Ms/Arall |  |

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| --- | --- |
| Forename(s)/Enw/au |  |

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| --- | --- |
| Address/Cyfeiriad |  |

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|  |  | Postcode/Côd Post |  |

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| --- | --- | --- | --- | --- |
| Home tel no  Rhif Ffôn Gartref |  | | Business tel no  Rhif Ffôn Busnes |  |
| e-mail Address/Cyfeiriad e-bost | |  | | |

1.May we, with discretion, phone you at work?/

Fedrwn ni, gyda disgresiwn, eich ffonio yng ngwaith? Yes/Iawn  No/Na

2.Do you require a work permit?/

A oes angen caniatâd gweithio arnoch? Yes/Oes  No/Nac oes

3.If yes, do you hold a current permit?/

Os oes angen, a oes gennych ganiatâd ar hyn o bryd? Yes/Oes  No/Nac oes

4.Do you hold a full driving licence?/

Oes gennych drwydded yrru ddilys? Yes/Oes  No/Nac oes

5.If yes, do you have any current endorsements?/

Os oes, a oes gennych unrhyw ardystiadau ar hyn o bryd ? Yes/Oes  No/Nac oes

If yes to question 5, please give details below/Os ateboch oes i gwestiwn 5, yna rhowch y manylion isod

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**Membership of professional organisations/**

**Aelodaeth o gyrff proffesiynol**

Detail below membership of any technical or professional bodies or societies/

Rhowch fanylion isod o unrhyw gyrff proffesiynol neu dechnegol neu gymdeithasau

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**Qualifications/Cymwysterau**

List the qualifications you have taken or are about to take (eg GCSE, A-Level, BTEC National, Degree, PhD). Give dates and grades – please indicate failures

Rhestrwch gymwysterau sydd gennych neu yr ydych ar fin eistedd (ee TGAU, Lefela, BTEC Cenedlaethol, Gradd, PhD). Rhowch ddyddiau a gradd - nodwch fethiannau os gwelwch yn dda.

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| **Type of qualification/**  **Math o Gymhwyster** | **Subject/**  **Testun** | **Result/Canlyniad**  **Date/Dyddiad** | **Type of qualification/**  **Math o Gymhwyster** | **Subject/**  **Testun** | **Result/Canlyniad**  **Date/Dyddiad** |
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**Past employment details** (Excluding your present or last employment)/

**Manylion Gwaith Gorffennol** (Ac eithrio eich swydd bresennol neu ddiwethaf)

(If you are applying for your first post after leaving school or further education, please indicate any past holiday employment.)/

(Os ydych yn ceisio am eich swydd gyntaf ers gadael ysgol neu addysg uwch, yna nodwch unrhyw waith yn ystod gwyliau gorffennol)

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| **Name & address of employer/**  **Enw a chyfeiriady y cyflogwr** | **Job title/**  **Teitl y Swydd** | **Dates/**  **Dyddiad** | | **Salary/**  **Cyflog** | **Reasons for leaving/**  **Rheswm dros adael** |
|  |  | **From/O** | **To/I** |  |  |
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**Present or last employer details/**

**Swydd a dyletswyddau presennol**

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| Company/organisation name  Enw Cwmni/Mudiad |  |

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| Address/Cyfeiriad |

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|  | Postcode/Côd Post |  |

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| Position held  Swydd |  |

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| Dates from/  Dyddiadau o |  | To/  i |  |

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| Final or most recent salary and benefits/  Cyflog a manteision diwethaf |  |

#### Outline of present duties/Amlinelliad o’ch dyletswyddau ar hyn o bryd

Continue on a separate sheet if necessary/ Parhewch ar ddalen ar wahân os oes angen

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#### Reasons for wishing to leave/ Rheswm dros adael

Continue on a separate sheet if necessary/ Parhewch ar ddalen ar wahân os oes angen

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#### Length of notice required/ Rhybudd y mae’n rhaid ei roi

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#### Why are you interested in applying for this post?

#### Eich rhesymau dros geisio am y swydd yma?

Continue on a separate sheet if necessary/Parhewch ar ddalen ar wahân os oes angen

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#### Relevant experience/Profiad Perthnasol

Detail below any skills or experience that are particularly pertinent to the position you have applied for, using the job description and person specification if applicable.

Rhowch fanylion isod am unrhyw sgiliau neu brofiad a fydd o fudd i’r safle yma, gan ddefnyddio disgrifiad y swydd a manyldeb personol os yn gymwysiadol.

Continue on a separate sheet if necessary/Parhewch ar ddalen ar wahân os oes angen

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**Welsh language skills / Sgiliau iaith Gymraeg**

Please self-assess your skills and highlight the appropriate number in each of the four tables below. / Byddwch gystal i hunan-asesu eich sgiliau ac amlygwch rhifyn perthnasol yn y pedwar tabl islaw.

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| **1. Listening / Gwrando** | |  |
| **0** | No skills. | Dim sgiliau. |
| **1** | Able to understand basic enquiries in Welsh (‘Ble mae...?’; ‘Ga i siarad â...?’). | Yn gallu deall ymholiadau sylfaenol yn Gymraeg (‘Ble mae...?’; ‘Ga i siarad â...?’) |
| *2\** | Able to understand a basic social conversation in Welsh. | Yn gallu deall sgwrs gymdeithasol sylfaenol yn Gymraeg. |
| **3** | Able to follow routine conversations involving work between fluent Welsh speakers. | Yn gallu dilyn sgyrsiau arferol sy’n ymwneud â’r gwaith rhwng siaradwyr Cymraeg rhugl. |
| **4** | Able to follow the majority of conversations involving work including group discussions. | Yn gallu dilyn y rhan fwyaf o sgyrsiau sy’n ymwneud â’r gwaith gan gynnwys trafodaethau grŵp. |
| **5** | Able to understand all conversations involving work. | Yn gallu deall pob sgwrs sy’n ymwneud â’r gwaith. |

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| **2. Reading / Darllen** | |  |
| **0** | No skills. | Dim sgiliau. |
| **1\*** | Able to read basic words and phrases e.g. signs or short and simple notes. | Yn gallu darllen geiriau ac ymadroddion sylfaenol e.e. arwyddion neu nodiadau byr a syml. |
| **2** | Able to read basic material involving work (slowly). | Yn gallu darllen deunydd syml sy’n ymwneud â’r gwaith (yn araf). |
| **3** | Able to read routine material with a dictionary. | Yn gallu darllen deunydd arferol gyda geiriadur. |
| **4** | Able to read the majority of material in own area. | Yn gallu darllen y rhan fwyaf o’r deunydd yn eich maes eich hun. |
| **5** | Able to understand all material involving work. | Yn gallu deall yr holl ddeunydd sy’n ymwneud â’r gwaith. |

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| **3. Speaking / Siarad** | |  |
| **0** | No skills. | Dim sgiliau. |
| **1** | Able to conduct a general conversation (greetings, names, sayings and place names). | Yn gallu sgwrsio’n gyffredinol (cyfarchion, enwau, dywediadau, ac enwau lleoedd). |
| **2\*** | Able to answer simple enquiries involving work. | Yn gallu ateb ymholiadau syml sy’n ymwneud â’r gwaith. |
| **3** | Able to converse with someone else, with some hesitancy, regarding routine work issues. | Yn gallu cynnal sgwrs â rhywun arall, gyda pheth petruster, am faterion gwaith arferol. |
| **4** | Able to speak the language in the majority of situations using some English words. | Yn gallu siarad yr iaith yn y rhan fwyaf o sefyllfaoedd gyda rhai geiriau Saesneg. |
| **5** | Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary. | Rhugl – yn gallu cynnal sgwrs ac ateb cwestiynau, am gyfnod estynedig pan fo angen. |

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| **4. Writing / Ysgrifennu** | |  |
| **0** | No skills. | Dim sgiliau. |
| **1\*** | Able to write basic messages – ‘Diolch am y llythyr. Dyma gopi o’r map.’ | Yn gallu ysgrifennu negeseuon sylfaenol –‘Diolch am y llythyr. Dyma gopi o’r map.’ |
| **2** | Able to answer simple correspondence with assistance. | Yn gallu ateb gohebiaeth syml gyda chymorth. |
| **3** | Able to draft routine text, with editing assistance. | Yn gallu drafftio testun arferol, gyda chymorth golygyddol. |
| **4** | Able to prepare the majority of written material related to the area of work, with some assistance in terms of revision. | Yn gallu paratoi’r rhan fwyaf o’r deunydd ysgrifenedig sy’n gysylltiedig â’r maes, gyda pheth cymorth gwirio. |
| **5** | Skilled – able to complete complex written work without the need for revision. | Medrus – ym medru cwblhau gwaith ysgrifennu cymhleth heb yr angen i wirio. |

**Training courses/ Cyrsiau Hyfforddiant**

Detail below any specialised training you have received or any relevant short courses attended/

Rhowch fanylion isod am unrhyw hyfforddiant neu unrhyw gyrsiau byr cymwysiadol a mynychwyd

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#### Spare time interests and vocational activities/

#### Diddordebau amser rhydd a galwedigaethol

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#### References/Tystlythyrau

Contact details of two people who can supply a reference for you/

Manylion cyswllt dau berson all ein darparu gyda thystlythyr i chi

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| Name/Enw:  Address/ Cyfeiriad:  Email &Telephone/ E-bost a rhif ffôn:.  Knowledge of/relationship to candidate/ Ymwybyddiaeth/perthynas i’r ymgeisydd:  Name/Enw:  Address/ Cyfeiriad:  Email &Telephone/ E-bost a rhif ffôn:  Knowledge of/relationship to candidate/ Ymwybyddiaeth/perthynas i’r ymgeisydd: |

#### Declaration Datganiad

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).
3. I agree that the organisation reserves the right to require me to be CRB data checked prior to employment offer being confirmed.

1. Rwy’n cadarnhau fod y wybodaeth uchod wedi cwblhau ac yn gywir a gall unrhyw wybodaeth anghywir neu gamarweiniol yn golygu y gall y cyflogwr yr hawl i derfyn unrhyw gontract cyflogaeth a chynigwyd i mi.

2 Rwy’n cytuno bod gan y mudiad yr hawl i ofyn i mi ymgymryd archwiliad meddygol. (Pe bai angen rhagor o wybodaeth ac am gysylltu gyda’ch meddyg gyda’r nod o gael adroddiad meddygol, mae’r gyfraith yn gofyn ein bod yn cysylltu â chi am hyn a chael eich caniatâd cyn cysylltu gyda’r meddyg).

1. Rwy’n cytuno bod gan y mudiad yr hawl i ofyn i mi wneud archwiliad data CRB cyn i gynnig y swydd cael ei chadarnhau.

##### Signature/Llofnod

##### Date/Dyddiad…………………