# **Ffurflen Gais**

**At ddefnydd swyddfa yn unig** For office use only

**Rhif cais** Ref. number.

Application Form

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| **MANYLION Y SWYDD** POST DETAILS |
| **Cais am swydd** Application for post of: |
| **Cyflog** Salary: |
| **Dyddiad cau** Closing date: |
| **Hysbysebwyd yn** Advertised in: |

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| **MANYLION PERSONOL** PERSONAL DETAILS |
| **Cyfenw** Surname: |
| **Llythrennau cyntaf** Initials: |
| **Cyfeiriad** Address: |
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| **Cod post** Postcode: |
| **Rhif ffôn yn ystod y dydd** Daytime telephone number: |
| **Rhif ffôn symudol** Mobile phone number: |
| **Cyfeiriad ebost** Email address: |

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| **ADDYSG A HYFFORDDIANT** EDUCATION AND TRAINING |
| **Gan ddechrau gyda’r mwyaf diweddar rhowch fanylion eich addysg gan gynnwys cyrsiau hyfforddi perthnasol. Byddwn yn gofyn am dystiolaeth lle mae swydd yn gofyn am gymhwyster neu aelodaeth broffesiynol benodol.** Starting with the most recent give details of your education including relevant training courses. Evidence will be requested where a post requires a specific qualification or professional membership. |
| **Enw’r Ysgol, Brifysgol, Coleg neu Athrofa**  Name of School, University, College or Institute |
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| **Pynciau a astudiwyd a chymwysterau a enillwyd (nodwch safon y llwyddiant a gwobrau arbennig).** Subjects studied and qualifications gained (note the standard attained and any special awards). |
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| **Cyrsiau perthnasol a gyrfaol** Relevant and career courses |
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| **Aelodaeth o Gyrff Proffesiynol** Membership of Professional Bodies |
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| **SWYDD BRESENNOL** PRESENT EMPLOYMENT |
| **Cwmni neu sefydliad** Company or establishment: |
| **Teitl y swydd a’r math o waith** Title of post and type of work: |
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| **Dyddiadau cyflogaeth** Employment dates: **O** From: **I** To: |
| **Cyflog** Salary: |
| **Rheswm dros adael** Reason for leaving: |

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| **SWYDDI BLAENOROL** PREVIOUS EMPLOYMENT |
| **Cwmni neu sefydliad** Company or establishment: |
| **Teitl y swydd a’r math o waith** Title of post and type of work: |
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| **Dyddiadau cyflogaeth** Employment dates: **O** From: **I** To: |
| **Cyflog** Salary: |
| **Rheswm dros adael** Reason for leaving: |

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| **Cwmni neu sefydliad** Company or establishment: |
| **Teitl y swydd a’r math o waith** Title of post and type of work: |
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| **Dyddiadau cyflogaeth** Employment dates: **O** From: **I** To: |
| **Cyflog** Salary: |
| **Rheswm dros adael** Reason for leaving: |

**Parhewch ar ddalen ar wahân os oes angen** Please continue on a separate sheet if necessary

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| **CANOLWYR** REFEREES |
| **Rhowch fanylion unigolion all roi sylwadau am eich addasrwydd i’r Swydd. Dylech gynnwys eich cyflogwr presennol neu ddiwethaf.**  Please give details of individuals in a position to comment on your suitability for the post. You should include your current or last employer. |
| **Teitl ac enw** Title and name: **Teitl ac enw** Title and name: |
| **Swydd** Position: **Swydd** Position: |
| **Cwmni** Company: **Cwmni** Company: |
| **Cyfeiriad** Address: **Cyfeiriad** Address: |
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| **Cod post** Postcode: **Cod post** Postcode: |
| **Rhif ffôn** Telephone number: **Rhif ffôn** Telephone number: |
| **Ebost** Email: **Ebost** Email: |
| **Ym mha iaith dylid cysylltu â’r uchod?** **Ym mha iaith dylid cysylltu â’r uchod?**  Which language should we use when contacting Which language should we use when contacting  them? them? |

**Byddwn bob amser yn gofyn eich caniatâd cyn cysylltu â’ch cyflogwr presennol**

We will always seek your permission before contacting your current employer

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| **GWYBODAETH YCHWANEGOL** ADDITIONAL INFORMATION |
| **Defnyddiwch yr adran hon i ddisgrifio a rhoi enghreifftiau o sut rydych yn ateb gofynion y fanyleb person. Nodwch eich medrau a’r profiad a enillwyd gennych y credwch eu bod yn berthnasol i’r swydd rydych yn ceisio amdani, ac sydd yn eich barn chi yn eich gwneud yn addas ar gyfer y swydd. Parhewch ar ddalen ar wahân os oes angen. Noder, ni fydd CV yn cael eu derbyn.**  Please use this section to describe and give examples of how you meet the requirements set out in person specification. Outline the skills and experience you have gained which you think are relevant to the job for which you are applying, and which you believe makes you suitable for the post. Continue on a separate sheet if necessary. Please note that CVs will not be accepted. |
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| **DEDDF ADSEFYDLU TROSEDDWYR 1974** REHABILITATION OF OFFENDERS ACT 1974 |
| **A oes gennych unrhyw euogfarnau troseddol nad ystyrir eu bod wedi’u disbyddu (h.y. heb eu disbyddu) o dan Ddeddf Adsefydlu Troseddwyr 1974?**  **Oes   Nac oes **  Do you have any criminal convictions not regarded as spent (i.e. unspent) under the Rehabilitation of Offenders Act 1974?  Yes   No   **Os OES, disgrifiwch y drosedd (troseddau) a dyddiad(au) yr euogfarn**  If YES, please describe the offence(s) and date(s) of conviction |

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| **DIOGELU DATA** DATA PROTECTION |
| **Prosesir a chedwir eich data personol yn unol â gofynion Deddf Diogelu Data 2018.**  Your personal data is processed and stored in accordance with the requirements of the Data Protection Act 2018.  **Cyfeiriwch at ein Polisi prefiatrwydd i gael rhagor o wybodaeth am sut rydym yn prosesu’r data personol a ddarperwch ar y ffurflen hon –** [**http://www.s4c.cymru/cy/y-wefan-hon/page/16717/polisi-preifatrwydd/**](http://www.s4c.cymru/cy/y-wefan-hon/page/16717/polisi-preifatrwydd/)  **neu cysylltwch â ni i ofyn am gopi caled.**  Please refer to our Privacy policy for more information on how we process the personal data you have provided on this form – <http://www.s4c.cymru/en/about-this-site/page/16717/privacy-policy/> or contact us to request a hard copy. |

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| **CYFWELIAD** INTERVIEW |
| **Os byddwch yn derbyn gwahoddiad i gyfweliad, a bod y fanyleb person yn nodi bod y gallu i gyfathrebu trwy gyfrwng y Gymraeg yn hanfodol, caiff eich cyfweliad (ac unrhyw asesiad) ei gynnal yn Gymraeg.**  **Os yw’r fanyleb person yn nodi nad yw’r gallu i gyfathrebu trwy gyfrwng y Gymraeg yn hanfodol, nodwch isod eich dewis iaith ar gyfer eich cyfweliad/asesiad. Noder: byddwn yn darparu gwasanaeth cyfieithu o’r Gymraeg i’r Saesneg yn y cyfweliad/asesiad os oes angen.**  If you are selected for interview, and the person specification indicates that the ability to correspond through the medium of Welsh **is** essential, your interview (and any assessment) will be conducted in Welsh.  If the person specification indicates that the ability to correspond through the medium of Welsh is **not** essential, please indicate below your preferred language for interview/assessment. Note: we will provide translation services from Welsh to English in the interview/assessment if required.  **Cymraeg**  **Saesneg**  Welsh English |

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| **DATGANIAD YR YMGEISYDD** APPLICANT DECLARATION |
| **Mae’r sylwadau uchod yn hollol gywir. Deallaf fod datgan yn gamarweiniol neu hepgor gwybodaeth yn fwriadol yn gallu cyfiawnhau dileu unrhyw gytundeb sy’n deillio o’r cais hwn.**  The above information is totally correct. I understand that misleading or deliberate omission may be sufficient grounds for cancelling any agreement arising from this application.  **Llofnod** Signature: **Dyddiad** Date: |

**Canolfan S4C Yr Egin** Heol Coleg **Caerfyrddin** Carmarthen **Cymru** Wales **SA31 3EQ**

**Ffôn** Phone **03305 880 402 Ebost** Email **Adnoddau.Dynol@s4c.cymru** **Gwefan** Website **s4c.cymru**

**Awdurdod S4C** The Welsh Fourth Channel Authority

An English version of this form is available on the next page.

**Mae S4C yn gyflogwr cyfle cyfartal. Nid yw’n gwahaniaethu ar sail hil, rhyw, crefydd, oedran, anabledd, tuedd rhywiol, na statws priodasol yn ei bolisïau cyflogi a recriwtio. Ystyrir pobl anabl, yn gofrestredig ai peidio, ar gyfer pob swydd a rhoddir pob cyfle iddynt wrth ystyried hyfforddiant, datblygiad gyrfa a dyrchafiadau.**

**Dylid llenwi’r ffurflen hon mor gyflawn ag sy’n bosibl fel y gallwn fonitro gweithredu ein polisi cyfleoedd cyfartal.**

**Ymdrinnir â ’r atebion a roddir gennych yn yr adran hon yn y modd mwyaf cyfrinachol ac ni ddefnyddir hwy ond ar gyfer monitro ystadegol. Bydd yr adran hon yn cael ei datgysylltu oddi wrth y ffurflen gais cyn dechrau’r broses o baratoi rhestr fer a chynnal cyfweliadau.**

**Y swydd ceisiwyd amdani:**

**RHYW: Benyw Gwryw**

**CEFNDIR:**

**Croenwyn—Prydeinig Gwyddelig Unrhyw gefndir croenwyn**

**arall (noder)**

**Cymysg— Croenwyn a chroenddu o’r Caribî Croenwyn a chroenddu o Affrica**

**Croenwyn ac Asiaidd Unrhyw gefndir cymysg**

**arall (noder)**

**Asiaidd neu Asiaidd Prydeinig—**

**India Bacistan Fangladesh**

**Unrhyw gefndir Asiaidd arall (noder)**

**Croenwyn neu groenddu Brydeinig—**

**O’r Caribî O Affrica Unrhyw gefndir croenddu**

**arall (noder)**

**Tsieineaidd, Tsieineaidd Prydeinig neu unrhyw grŵp ethnig arall –**

**Tsieineaidd Unrhyw gefndir arall (noder)**

**ANABLEDD:**

**A oes gennych unrhyw gyflwr a fyddai’n gofyn trefniadau arbennig yn ystod cyfweliad neu ar gyfer eich gwaith?**

**Oes Nac oes**

Mae’n rhaid i S4C wybod hyn amdanoch fel y gallwn, os cewch wahoddiad i gyfweliad, wneud unrhyw drefniadau arbennig ar eich cyfer. Yna, os cewch eich penodi i’r swydd byddwn yn gwybod pa ddarpariaethau fydd angen yn y gweithle ar eich cyfer. Ni fydd yr ateb i’r cwestiwn hwn yn cael unrhyw effaith ar eich dethol ar gyfer cyfweliad.

Rhowch fanylion

**Wnaeth un o’ch rhieni neu eich warchodwyr cwblhau gradd Prifysgol neu gyfwerth? (e.e. BA, BSc, neu uwch?)**

**Ye Na Ddim yn gwybod**

**Pa fath o ysgol Wneaethoch chi ei fynychu’n bennaf pan oeddech chi rhwng 11 ac 16 oed?**

**Ysgol Sy’n cael ei reoli gan y wladwriaeth neu a ariennir gan y wladwriaeth**

**(nad yw’n ddetholiadol neu’n ddetholus ar gallu ffydd neu egwyddor arall).**

**Ysgol annibynnol neu ysgol talu ffioedd Addysgwyd mewn ysgol**

**y tu allan i’r DU**

**Ddim yn gwbod**

**Beth yw’ch cymhwyster uchaf hyd yn hyn?**

**A oedd y canolynol yn berthnasol ar unrhyw adeg yn ystod eich amser yn yr ysgol?**

**Derbyniodd eich cartref gymorth Incwm?**

**Ye Na Ddim yn gwbod**

**Roeddech yn derbyn prydiau ysgol am ddim.**

**Ye Na Ddim yn gwbod**

**Mae fersiwn Cymraeg o’r ffurflen hon ar y dudalen flaenorol.**

S4C is an equal opportunities employer. It does not discriminate on the grounds of race, sex, religion, age, disability, sexual orientation or marital status in its recruitment or other employment policies. Disabled people, whether registered as such or not, are fully and fairly considered for all vacancies and are given equal opportunities with other staff in relation to training, career development and promotion.

Please fill in this form as fully as possible so that we can monitor the implementation of our equal opportunities policy.

The answers you provide in this section will be treated with the strictest confidence and will only be used for statistical monitoring. This section will be detached from the application form before the shortlisting and interview process begins.

Position applied for:

SEX: Female Male

BACKGROUND:

White — British Irish Any other white background

(please state)

Mixed — White and black Caribbean White and black African

White and Asian Any other mixed background

(please state)

Asian or Asian British — Indian Pakistani Bangladeshi

Any other Asian background (please state)

Black or black British — Caribbean African Any other mixed background

(please state)

Chinese, Chinese British or other ethnic group —

Chinese Any other background (please state)

DISABILITY:

Do you have any condition that would require special arrangements during your interview or during employment?

Yes No

S4C needs this information so that if you are selected for interview it can make any necessary arrangements for you regarding your attendance at the interview. If then you are selected for the post, S4C will know whether any adjustments need to be made to its workplace or working arrangements. The answer to this question, however, will have no impact upon whether or not you are selected for interview.

Please give details

Did any of your parent(s) or guardian(s) complete a university degree course or equivalent (e.g. BA, BSc or HIGHER)?

Yes No Don’t know

What type of school did you mainly attend between the ages of 11 and 16?

A state-run or State funded school (selective on academic, faith or other ground or non-selective).

Independent or fee-paying school Attended school outside the UK I don’t know

What is your highest qualification to date?

Did either (or both) of the following apply at any point during your school years?

Your household received income support

Yes No I don’t know

You received free school meals

Yes No I don’t know