

**Cyngor Gwledig**

**LLANELLI**

**Rural Council**

**FFURFLEN GAIS AM SWYDD**

**JOB APPLICATION**

1. **Manylion am y Swydd/Vacancy Details**

**Adran/Department: Administration**

**Teitl y Swydd/Job Title: Administration Assistant**

**Dyddiad Cau/Closing Date: Monday, 20 May, 2024**

1. **Manylion Personol/Personal Details**

|  |  |
| --- | --- |
| Cyfenw/Surname |  |
| Llythrennau cyntaf/ Initials |  |
| Cyfeiriad/Address:Côd Post/Post Code |  |
| Rhif(au) Ffôn/Telephone Number(s) | rhif llinell dir/landline | rhif ffôn symudol/mobile |
|  |  |
| e-bost/e-mail: |  |

1. **Addysg/Cymwysterau** (Yn nhrefn amser, y cynharaf yn gyntaf)

 **Education/Qualifications** (In chronological order, earliest first)

 *(mewnosod rhesi yn ôl yr angen/insert rows as required)*

|  |  |  |
| --- | --- | --- |
| Dyddiad/Date | Ysgolion, Colegau, Prifysgolion ac atiSchool, College, University etc. | CymwysterauQualifications |
| O/From | Hyd/To |
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**4. Aelodaeth o gyrff proffesiynol a manylion am gyrsiau hyfforddiant perthnasol.**

**Details of Membership of professional institutions and relevant training courses.** *(mewnosod rhesi yn ôl yr angen/insert rows as required)*

|  |  |  |
| --- | --- | --- |
| Dyddiad/Date | Sefydliad Proffesiynol/Professional Institution | Cwrs hyfforddi / aelodaeth broffesiynolTraining course/ professional membership |
| O/From | Hyd/To |
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**5. Swydd a Dyletswyddau Presennol/Present Post and Duties**

|  |  |
| --- | --- |
| Enw’r Cyflogwr/Name of Employer |  |
| Enw’r Swydd/Designation of Post |  |
| Adran/Department: |  |
| Dyddiad penodi/Date of appointment |  |
| Cyflog/Salary: £ |  |
| Graddfa Gyflog/Salary Scale: |  |
| Taliadau Ychwanegol/Emoluments: |  |
| Rhybudd sy’n ofynnol/Notice required |  |
| Amlinelliad o’ch dyletswyddau presennol/Outline of present duties:  |

**6. Cyflogaeth blaenorol** (Swydd diweddaraf yn gyntaf)

 **Previous employment** (Starting with the most recent)

*(mewnosod rhesi yn ôl yr angen* /*insert rows as required)*

|  |  |  |  |
| --- | --- | --- | --- |
| Dyddiad/Date | Enw’r CyflogwrName of Employer | Swydd a ddaliwydPosition held | Rheswm dros adaelReason for leaving |
| O/From | Hyd/To |
|  |  |  |  |  |
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**7. Datganiad i gefnogi’r cais/Statement in support of application**

Rhowch amlinelliad bras o’ch profiad a’ch cymwysterau personol sydd, yn eich barn chi, yn eich gwneud yn ymgeisydd addas i’r swydd hon; **mwyafswm 500 gair**, (ehangu blwch yn ôl yr angen)

Please give a brief outline of your experience and personal qualities which you consider make you a suitable applicant for this appointment; m**aximum 500** **words**, (expand box as required)

|  |
| --- |
|  |

**8. Tystlythyron/References**

Enwau a Chyferiadau dau berson y gall y Cyngor gyfeirio atynt ynglyn â chymeriad, gallu, profiad, ac ati. (dylai un o’r enwau fod yn enw eich cyflogwr presennol).

Names and addresses of two persons to whom the Council may refer regarding personal character, capabilities, experience etc. (one of which must be from your present employer).

|  |  |  |
| --- | --- | --- |
| Enw/Name |  |  |
| Cyfeiriad/Address: |  |  |
| Côd Post/Post Code |  |  |
| Rhif FfônTelephone |  |  |
| e-bost/e-mail: |  |  |

**9. Gwybodaeth Ychwanegol/Additional Information**

**Sgiliau Ieithyddol/Language Skills**

*(nodwch a yw sgiliau'n dda, yn gymedrol neu'n isel / please indicate whether skills are good, moderate or low*)

|  |  |  |
| --- | --- | --- |
| Cymraeg/Welsh  | Llafar/Verbal | Ysgrifenedig/Written |
| Saesneg/English  | Llafar/Verbal | Ysgrifenedig/Written |

|  |  |  |
| --- | --- | --- |
| Trwydded Yrru Ddilys? Valid Driving Licence?  | Oes Yes  | Nac Oes No  |

|  |  |  |
| --- | --- | --- |
| Perchen ar Gar? Car Owner?  | Ydwyf Yes  | Nac YdwyfNo  |

**10. Euogfarnau Troseddol** (Cedwir unrhyw wybodaeth a roddir yn gwbl gyfrinachol)

 **Criminal convictions** (Any information given will be completely confidential)

|  |  |  |
| --- | --- | --- |
| A ydych wedi’ch cael yn euog o unrhyw drosedd ar wahân i rai sydd bellach ynddi-rym o dan ddeddf ailsefydlu Troseddwyr 1974 neu a ydych yn aros am unrhyw gyhuddiad i gael ei ystyried? Have you ever been convicted of any criminal offence other than “spent convictions” as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending?  | Ydwyf Yes | Nac Ydwyf No |
| Os ydych, noder y manylion:-If Yes please give details |   |

**11. Perthyn i Gynghorwyr neu Uwch Swyddogion/**

**Relationships to Councillors or Senior Officers**

|  |  |  |
| --- | --- | --- |
| A ydych yn perthyn i Gynghorydd neu Uwch Swyddog o’r Awdurdod?Os ydych, rhowch enw’r Cynghorydd new Uwch Swyddog Are you related to a Councillor or senior Officer of the Authority? If “Yes” state name of Councillor or Senior Officer  | YdwyfYes | Nac YdwyfNo |
|  |

**12. Datganiad/Cadarnhau Manylion. Declaration/Confirmation of Details**

|  |
| --- |
| Yr wyf yn datgan bod y wybodaeth a roddais yn gywir hyd y gwn, a deallaf bod canfasion Cynghorwyr neu Swyddogion y Cyngor yn fy ngwneud yn anghymwys i’r swydd. Hefyd yr wyf drwy hyn yn rhoi caniatâd i ymchwiliad gan yr heddlu o dan ddarpariaeth Deddf Ailsefydlu Troseddwyr 1974 a Gorchymyn (Eithriadau) (Diwygiadau) 1986. |
| I declare that to the best of my knowledge the information I have given is correct, and I understand that canvassing of Councillors or Officers of the Council will disqualify me from appointment. In addition I hereby, if applicable, authorise a police check under the provision of the Rehabilitation of Offenders Act 1974 (Exception) (Amendments) Order 1986. |
| **Llofnodwyd:****Signed:** |  | **Dyddiad****Date** |  |