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| **Ffurflen Gais *Application Form***  **Mae’r cymdeithas yn croesawu ceisiadau yn Gymraeg neu Saesneg.**  **The Society welcomes applications in either Welsh or English.**  **Am swydd/*For the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  **Ymhle welsoch chi hysbyseb am y swydd hon/ Where did you see this position advertised?**  ­­­­­­­­­­­­­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Nodwch mai dim ond ceisiadau sy’n cynnwys Ffurflen Monitro Cyfle Cyfartal fydd yn cael eu hystyried  *Please note applications will only be considered if accompanied by a completed Equal Opportunities Monitoring Form.* | | | |  |
| Cyfenw *Surname* | | Llythrennau Cyntaf *Initials* | | |
| Cyfeiriad preifat *Private address* | | Cyfeiriad ar gyfer gohebiaeth (os yw’n wahanol)  *Address for correspondence (if different)* | | |
| Cod Post *Post Code* | Rhif Ffôn Cartref  *Home Telephone No.* | Cod Post *Post Code* |  | |
| Rhif Ffôn Symudol:  *Mobile Telephone No:* | | A oes gennych drwydded yrru gyfredol? (Nodwch unrhyw arnodiadau)  *Do you hold a current driving licence?*  *(Please specify any endorsements)* | | |
| Ebost:  *Email:* | |
| Rhif Ffôn Gwaith  *Work Telephone No:* | |
| Ydy hi’n bosibl i ni gysylltu â chi yn y gwaith?  *Can we contact you at work?* | | Ydy / Y*es* ⃞ Nac ydy / *No* ⃞ | | |

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| Oes unrhywbeth yn eich hanes meddygol neu gyflwr eich iechyd sy’n berthnasol i’ch cais?  *Is there anything concerning your medical history or state of health that is relevant to your application?* | Oes/Yes ⃞\* Nac oes/No ⃞  \*Os ydych chi’n ateb Oes, cyfeiriwch at y Ffurflen Monitro Cyfle Cyfartal  *\*If you answer Yes please refer to the Equal Opportunities Monitoring Form* |

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| Oes unrhyw gyfyngiadau mewn perthynas â’ch cyflogaeth? E.e. oes angen Trwydded Waith arnoch chi?  *Are there any restrictions regarding your employment?*  *e.g. do you require a Work Permit?* | Oes/Yes ⃞ Nac oes/No ⃞ |

**ADDYSG A CHYMWYSTERAU *EDUCATION & QUALIFICATIONS***

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| **Addysg Uwchradd *Secondary Education*** | | |
| Ysgolion Uwchradd a Fynychwyd  *Secondary Schools Attended* | Cymwysterau *Qualifications* | Pynciau  *Subjects* |

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| **Addysg Bellach ac Uwch *Further and Higher Education*** | | | | |
| Prifysgol neu Goleg  *University or College* | Prif Bwnc  *Main Subject* | Pwnc Atodol  (os o gwbl)  *Subsidiary Subject*  *(if any)* | Gradd/  Cymhwyster  Arall  *Degree/Other*  *Qualification* | Dosbarth  Anrhydedd  *Class of Honours* |

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| **Aelodaeth Cyrff Proffesiynol *Membership of Professional Organisations*** | |
| Enw’r Corff *Name of Organisation* | Math o Aelodaeth *Membership Type* |
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**CYFLOGAETH BRESENNOL NEU DDIWEDDARAF *CURRENT OR MOST RECENT EMPLOYMENT***

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| Swydd Bresennol neu Ddiweddaraf  *Current or Most Recent Position* | Dyddiad eich penodi *Date appointed* |
| Enw a chyfeiriad y cyflogwr  *Name & address of employer* | Dyddiad gadael (os yw’n gymwys)  *Date of leaving (if applicable)* |
| Rheswm dros Adael *Reason for Leaving* |
| Graddfa gyflog (os yw’n gymwys)  *Salary scale (if applicable)* | Cyflog presennol (os ydych yn dal mewn cyflogaeth) *Present salary (if still employed)* |
| Maint y rhybudd sy’n ofynnol (os ydych yn dal mewn cyflogaeth )  *Length of notice required (if still employed)* | |
| Braslun o’ch dyletswyddau *Outline of duties* | |

**CYFLOGAETH FLAENOROL *PREVIOUS EMPLOYMENT***

(rhestrwch y gwaith a wnaethoch yn flaenorol mewn trefn gronolegol).

*(In chronological order list the work you have done previously).*

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| Enw a Chyfeiriad y Cyflogwr  *Name and Address of Employer* | Swydd a ddaliwyd ac amlinelliad o’r dyletswyddau  *Position held and outline of duties* | Dyddiadau  Dates  O/*From* I/*To* (mm/bbbb)(mm/yyyy) | *Rheswm dros Adael*  *Reason for*  *leaving* |

**GWYBODAETH I GEFNOGI EICH CAIS**

Darllenwch yn ofalus y Manylion Pellach ar gyfer y swydd a rhowch dystiolaeth i ddangos sut rydych chi’n cwrdd â’r meini prawf dethol a gynhwysir yn y Fanyleb Person. Dylech roi manylion y sgiliau, y medrau a’r wybodaeth berthnasol sydd gennych a fydd yn caniatáu i chi gyflawni’r swydd yn effeithiol. Mae’n bosibl eich bod wedi ennill y rhain mewn nifer o agweddau o’ch bywyd, megis profiad gwaith (cyflogedig neu wirfoddol) addysg, hyfforddiant, neu ddiddordebau, cyhyd â’ch bod yn canolbwyntio ar eu perthnasedd i ofynion y swydd. Cewch gynnwys CV yn ychwanegol i’ch cais, ond ni chaiff CV ei dderbyn heb ffurflen gais wedi’i llenwi.

## INFORMATION IN SUPPORT OF YOUR APPLICATION

Please read carefully the Further Particulars for the vacancy and provide evidence showing how you meet the selection criteria given in the Person Specification for the post. You should provide details of relevant skills, abilities and knowledge that you have which will enable you to carry out the job effectively. These may have been gained from any aspect of your life, such as work experience (paid or unpaid), education, training, or hobbies and interests, providing you focus on their relevance to the requirements of the job. You may include a CV in addition to your application, but a CV will not be accepted without a completed application form.

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**CANOLWYR *REFERENCES***

Dylid enwi ddau ganolwr, dylai o leiaf un allu rhoi barn ar eich gallu proffesiynol. Yr arfer yw cysylltu â phob canolwr cyn y cyfweliad. Os nad ydych yn dymuno i ni gysylltu ag un neu ragor o'ch canolwyr cyn cynnig y swydd i chi, rhaid i chi nodi hyn yn erbyn enw'r canolwr priodol.

*Two referees should be named, at least one being able to give an opinion on your professional ability. The Society may wish to contact referees prior to interview. Should you not wish one or more of your referees to be contacted prior to a job offer being made you must indicate this against the appropriate referee.*

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| Enw/N*ame*  Canolwr Proffesiynol (Dilëer fel y bo’n gymwys)/ Cymeriad  *Professional/Character referee (please delete)*  Gwybodaeth o’r ymgeisydd *Knowledge of candidate* | Ebost/*Email* |
| Cyfeiriad /*Address* |
| Ydych chi’n cytuno i ni gysylltu â’r canolwr hwn cyn y cyfweliad?  *Can we contact this referee prior to interview?* | Ydw/Yes ⃞ Nac ydw/No ⃞ |
| Enw/*Name*  Canolwr Proffesiynol (Dilëer fel y bo’n gymwys) / Cymeriad  *Professional/Character referee (please delete)*  Gwybodaeth o’r ymgeisydd *Knowledge of candidate* | Ebost/*Email* |
| Cyfeiriad/*Address* |
| Ydych chi’n cytuno i ni gysylltu â’r canolwr hwn cyn y cyfweliad?  *Can we contact this referee prior to interview?* | Ydw/Yes ⃞ Nac ydw/No ⃞ |

***NODER:*** Os nad oes digon o le i roi’r holl wybodaeth ar y ffurflen, dylid rhoi manylion ychwanegol yn y man priodol a ddarperir ar dudalen 6, neu ar ddalen ar wahân.

***NOTE:*** *Where there is insufficient space for full information to be given on the form, additional details should be given in the space provided on page 6, or on a separate sheet.*

**GWYBODAETH ARALL *OTHER INFORMATION***

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| Nid yw’n ofynnol i chi lenwi’r adran hon os yw’r holl wybodaeth yr ydych yn dymuno ei chyflwyno wedi ei chynnwys eisoes. *You are not obliged to fill in this section if all the information you wish to submit has been provided elsewhere.* |

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| A gawsoch erioed eich dyfarnu’n euog o drosedd? Os do, rhowch fanylion.  (Mae’r datganiad yn ddarostyngedig i Ddeddf Adsefydlu Troseddwyr – gweler y Nodiadau Canllaw am ragor o fanylion.)  *Have you ever been convicted of a criminal offence? If YES please give details.*  *(This Declaration is subject to the Rehabilitation of Offenders Act – see Guidance Notes for further information)* | DO / *YES* ⃞  NADDO / *NO* ⃞ |

**DATGAN BUDDIANNAU *DECLARATION OF INTEREST***

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| Gofynnir i chi ddatgan os ydych chi’n perthyn i unrhyw aelod o gyngor neu staff y Gymdeithas, gan nodi eu henw a’u perthynas â chi. *Please disclose if you are related to any member of council / member of staff of the Society, stating their name and their relationship to you.* |

**DATGANIAD *DECLARATION***

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| YR WYF YN DATGAN bod yr wybodaeth yn y ffurflen hon hyd y gwn yn gywir. Yr wyf yn cytuno i ganiatáu i’r Gymdeiaths. Bydd peidio â rhoi caniatâd yn golygu na fydd yn bosibl mynd â’ch cais ymhellach.)  *I DECLARE* *that the information contained in this form is to the best of my knowledge correct. I agree to allow the Soicety to process the personal data provided here for the purpose of this application.* *(Failure to give consent will mean it will not be possible to proceed with your application.)*  Llofnod *Signed....................................................................* Dyddiad *Date....................................*  Dylid cyfeirio pob cais at y Prif Weithredwr, Cymdeithas Ddysgedig Cymru, Cofrestrfa'r Brifysgol, Rhodfa’r Brenin Edward VII, Parc Cathays, Caerdydd CF10 3NS. Dylid ei amgáu mewn amlen ac arni'r geiriau "PENODIAD - CWBL BREIFAT A CHYFRINACHOL". Neu gellir ei anfon drwy ebost at [lsw@wales.ac.uk](mailto:lsw@wales.ac.uk).  All applications should be addressed to the The Chief Executive, The Learned Society of Wales, University Registry, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NS. They should be enclosed in an envelope marked “APPOINTMENT - STRICTLY PRIVATE AND CONFIDENTIAL”. Alternatively, applications can be submitted via email to [lsw@wales.ac.uk](mailto:lsw@wales.ac.uk). |