**Y Ganolfan Rheolaeth The Management Centre**

Ysgol Busnes Bangor Business School

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**CAIS AM SWYDD / APPLICATION FOR EMPLOYMENT**

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| **MANYLION Y SWYDD VACANCY DETAILS**  |
| Swydd / *Post*:      | Adran / *Department:*       |
| Cyfeirnod / *Reference number*:      |  |

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| **MANYLION PERSONOL PERSONAL DETAILS** |
| Enw(au) cyntaf / *First names*:       | Cyfeiriad Cartref / *Home address*:       |
| Cyfenw / *Surname*:       |
| Rhif ffôn cartref/symudol / *Home/Mobile telephone number*:       |
| Rhif ffôn gwaith */ Work telephone number*:       | Côd post / *Postcode*:       |
| *Cyfeiriad E-bost* */ E-mail address*:       | Oes angen Trwydded Waith arnoch? / *Do you need a Work Permit?:*       |

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| **ADDYSG EDUCATION** |
| **Rhoddwch fanylion am ysgolion yr aethoch iddynt ers pan oeddech yn 11 oed, neu’r 2 sefydliad diwethaf yn unig.*****Please give details of schools attended from age 11, or last 2 establishments only.*** |
| Dyddiad*Dates* | Enw a lleoliad ysgol/coleg/prifysgol*Names and locations of school/college/university* | Manylion arholiadau*Details of exams* | Gradd*Grade* |
|       |       |       |       |
|       |       |       |       |
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| **Cymwysterau Eraill / *Other Qualifications*** |
| Cwrs*Course* | Cymhwyster*Qualification* | Dyddiad*Date* |
|       |       |       |
|       |       |       |
| **Ieithoedd / *Languages*** Nodwch iaith (e.e. Cymraeg, Saesneg, arall) os gwelwch yn dda, a pha mor rhugl ydych ynddi *Please indicate language (e.g. Welsh, English, other) and proficiency level* |
| Rhugl / *Fluent* | Da / *Good* | *Derbyniol / Satisfactory* | *Gwan / Weak* |
|       |       |       |       |
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| **EMPLOYMENT HISTORY MANYLION CYFLOGAETH** |
| Rhoddwch fanylion am eich swydd bresennol/ddiweddaraf os gwelwch yn dda*Please give details of your present/ most recent employment*  |
| Cyflogwr*Employer* | Swydd*Position held* | Dyddiadau*Dates* |
|       |       |       |
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| Disgrifiad o ddyletswyddau/ cyfrifoldebau:*Description of current duties / responsibilities* |
|       |
| Rheswm dros fod eisiau gadael cyflogwr presennol:*Reason for wishing to leave current employer* |
|       |
| Holl swyddi blaenorol (y ddiweddaraf yn gyntaf, gan gynnwys gwaith di-dâl a gwirfoddol)*All previous employment (most recent first, including unpaid and voluntary work)* |
| **Cyflogwr*****Employer*** | **Swyddi*****Position held*** | **Dyddiadau*****Dates*** |
|       |       |       |
|       |       |       |
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| **GWYBODAETH I GEFNOGI’R CAIS HWN/ INFORMATION IN SUPPORT OF THIS APPLICATION** |
| Eglurwch eich rhesymau dros ymgeisio am y swydd hon a rhoddwch fanylion am eich profiad, medrau, gwybodaeth a nodweddion personol sy’n berthnasol i’r swydd. (Gellwch barhau ar ddalen ar wahân os bydd angen).*Please explain your reasons for applying for this vacancy and give details of your experience, skills, knowledge and personal attributes relevant to this post. (Continue on a seperate sheet if necessary)* |
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| **DIDDORDEBAU INTERESTS** |
| Rhoddwch fanylion am eich hobïau a’ch diddordebau os gwelwch yn dda.*Please give details of your hobies and interests..* |
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| **CANOLWYR REFEREES**  |
| Rhowch fanylion am 3 pherson y gallwn gysylltu â hwy yn gyfrinachol (nid perthnasau). Rhaid i un ohonynt fod eich cyflogwr presennol neu ddiweddaraf. Os nad oes arnoch eisiau i ni gysylltu ag unrhyw un o’r canolwyr ar hyn o bryd rhowch ‘X’ yn y bwlch priodol.*Please give details of 3 persons whom we may approach in confidence (not relatives). One of these must be your present, or more recent* *employer. If you do not wish any referee to be contacted at this stage, please place an ‘X’ in the relevant box.* |
| Canolwr cyntaf / *First referee*  | [ ]  | Ail ganolwr / *Second referee*  | [ ]  | Trydydd canolwr / *Third referee*  | [ ]  |
| Enw / *Name:*       | Enw / *Name:*       | Enw / *Name:*       |
| Cyfeiriad / *Address*       | Cyfeiriad / *Address*       | Cyfeiriad / *Address*       |
| Côd Post / *Postcode*       | Côd Post / *Postcode*       | Côd Post / *Postcode*       |
| Rhif ffôn / *Telephone*:      | Rhif ffôn / *Telephone*:      | Rhif ffôn / *Telephone*:      |
| Teitl swydd / *Position*:       | Teitl swydd / *Position*:       | Teitl swydd / *Position*:       |
| Cyfeiriad e-bost/ *E-mail address*       | Cyfeiriad e-bost/ *E-mail address*       | Cyfeiriad e-bost/ *E-mail address*       |
| **GENERAL POINTS PWYNTIAU CYFFREDINOL** |
| Nodwch unrhyw ddyddiadau pryd NA fyddwch ar gael ar gyfer cyfweliad.*Please indicate any dates when you will NOT be available for interview.*     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| A ydych chi’n perthyn i unrhyw un a gyflogir gan Y Ganolfan Rheolaeth? Rhaid datgan unrhyw wrthdaro mewn budd.*Are you related or connected with anyone employed by The Management Centre? Any possible conflicts of interests must be declared.*      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Beth yw eich cyflog presennol? *What is your current salary?*      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tystiaf fod y wybodaeth a noddwyd ar y ffurflen hon yn gywir. Deallaf y gall yr hepgor neu ffugio unrhyw wybodaeth ffeithiol yn fwriadol arwain at ddiddymu’r cais hwn neu ddiswyddiad os penodir i’r swydd yr ymgeisiwyd amdani.*I certify that the information given on this form is correct. I understand that any wilful omission or falsification of factual information may lead to the disqualification of this appointment or dismissal if appointed to the post applied for.*Mae rhai swyddi wedi eu heithrio o Ddeddf Ailsefydlu Troseddwyr 1974. Gofynnir i ymgeiswyr am y cyfryw swyddi ddatgan pob collfarn droseddol, sydd wedi darfod ai peidio. Mae’r rhain yn cynnwys unrhyw swyddi lle mae deiliad y swydd yn debygol o gael mynediad at blant, pobl wael neu anabl; (e.e. unrhyw swyddi yn gysylltiedig ag ysbytai). Bydd y Ganolfan Rheolaeth yn defnyddio gwasanaeth Datgelu y Biwro Cofnodion Troseddol mewn perthynas â’r cyfryw swyddi. Mae hyn wedi ei bennu’n glir yn y manylion pellach ar gyfer y swydd.Cytunaf i’r wybodaeth a roddir ar y ffurflen hon gael ei storio a’i ddefnyddio gan Y Ganolfan Rheolaeth mewn perthynas â’r broses recriwtio a dethol ar gyfer y swydd yr wyf wedi ceisio amdani, yn unol â darpariaethau’r Ddeddf Gwarchod Data 1998.*Certain posts are exempt from the Rehabilitation of Offenders Act 1974. Applicants for such posts are required to declare all criminal convictions spent or unspent. This includes any posts where the post-holder is likely to have access to children, sick or disabled people (e.g. any posts with connections to hospital premises. The Management Centre will use the Criminal Record Bureau Disclosure Service in connection with such posts. This is made clear in the further particulars for the post.* *I agree to the information provided on the form being stored and used by The Management Centre in relation to the recruitment and selection process for the post for which I have applied, in accordance with the provisions of the Data Protection Act 1998.* |
| Arwyddwyd*Signed*:       | Dyddiad*Date*:      |

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| **CYFLE CYFARTAL EQUAL OPPORTUNITIES** |
|  Cyfenw / *Surname*:        |
| *Enwau Cyntaf* / *Forename(s):*       |
|  Teitl / *Title:*        |
|  Rhyw / *Gender* | **[ ]**  | Gwryw*Male* | [ ]  | Benyw*Female* | Dyddiad Geni      *Date of Birth* |
| Buaswn yn disgrifio fy nharddiad ethnig fel: *I would describe my ethnic origin as:* |
| Gwyn – Prydeinig | [ ]  | *White – British* |
| Gwyn – Gwyddelig | [ ]  | *White – Irish* |
| Cefndir Gwyn Arall | [ ]  | *Other White background* |
| Du neu ddu Prydeinig – Caribïaidd | [ ]  | *Black or Black British – Caribbean* |
| Du neu ddu Prydeinig – Affricanaidd | [ ]  | *Black or Black British - African* |
| Cefndir Du arall | [ ]  | *Other Black background* |
| Asiaidd neu Asiaidd Brydeinig – Indiaidd | [ ]  | *Asian or Asian British – Indian* |
| Asiaidd neu Asiaidd Brydeinig – Pacistanaidd | [ ]  | *Asian or Asian British – Pakistani* |
| Asiaidd neu Asiaidd Brydeinig – Bangladeshaidd | [ ]  | *Asian or Asian British – Bangladeshi* |
| Tsieineaidd neu gefndir Ethnig arall – Tsieineaidd | [ ]  | *Chinese or other Ethnic background – Chinese* |
| Cefndir Asiaidd Arall | [ ]  | *Other Asian background* |
| Cymysg – Gwyn a Du Caribïaidd | [ ]  | *Mixed – White and Black Caribbean* |
| Cymysg – Gwyn a Du Affricanaidd | [ ]  | *Mixed – White and Black Affrican* |
| Cymysg – Gwyn ac Asiaidd | [ ]  | *Mixed – White and Asian* |
| Cefndir Cymysg Arall | [ ]  | *Other Mixed background* |
| Cefndir Ethnig Arall | [ ]  | *Other Ethnic background* |
|  Cenedligrwydd  *Nationality:*       |
|  Yr wyf yn: *I am:* |
|  Siarad Cymraeg *Welsh Speaking* | [ ]  | Ddim yn siarad Cymraeg*Not Welsh Speaking* | [ ]  | Yn dysgu siarad Cymraeg*Learning to speak Welsh* | [ ]  |
| Yr wyf yn:  *I am:*  |  |  |
| Ddim yn anabl *Not disabled* | [ ]  | Anabl*Disabled* | [ ]  |
| Natur yr anabledd  *Nature of disability*:       |

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| **CYFLE CYFARTAL EQUAL OPPORTUNITIES** |
| Yr wyf yn gwneud cais am swydd:*I am applying for:* |
| Rhan Amser*Part-time* | [ ]  | Llawn Amser*Full-time* | [ ]  |
| Sut y daethoch i wybod am y swydd/cyfle:  *Where did you learn of this post/opportunity:*      |
| Cyfeirnod Swydd *Vacancy Reference Number*:       | Teitl swydd  *Post title*:       |
| A oes rhywun yn dibynnu arnoch am ofal a sylw o ddydd i ddydd?*Is there anyone who relies on your day to day care and attention?* |
| [ ]  | Oes*Yes* | [ ]  | Na*No* |
|       | Os Oes, faint o / *If Yes, how many:*blant dan 5 oed*children under 5* |       | blant o dan 18 oed*children under 18* |
|       | dibynyddion sâl/hen/anabl*sick/elderly or disabled dependants* |  |  |
| Mae’r Ganolfan Rheolaeth yn Ddefnyddiwr Cofrestredig dan y Ddeddf Gwarchod Data 1998. Bydd y data ynglŷn â Chyfleodd Cyfartal a ddarparwyd gennych yn cael eu prosesu ar wahân, ac mewn fformat anhysbys y cânt eu defnyddio ar gyfer dibenion monitro cyffredinol y Ganolfan gyfan ac i gydymffurfio gyda rhwymedigaethau statudol; ni ryddheir y data i unrhyw berson sy’n ymwneud â’r Broses Ddethol ar gyfer unrhyw swydd yn Y Ganolfan Rheolaeth.Dan Bolisi Cyfle Cyfartal cedwir yr holl bapurau sy’n berthnasol i’r broses benodi gan Y Ganolfan Rheolaeth am gyfnod o 12 mis a dylai unrhyw un sy’n credu fod ei gais wedi dioddef oherwydd gwahaniaethau annheg, ysgrifennu i’r Swyddog Cyfleoedd Cyfartal gan roi manylion ynglŷn â natur y gwyn.*The Management Centre is a Registered User under the Data Protection Act 1998. The Equal Opportunities Data you have provided will be processed separately, and in an anonymous format, and will only be used for general monitoring purposes and to comply with statutory obligations; it will not be released to any person involved in the Selection process for any position within The Management Centre.**Under the Equal Opportunities Policy all papers relevant to the appointment process will be kept by the The Management Centre for a period of 12 months, and anyone who believed that their application has been subject to unfair discrimination, should write to the Equal Opportunities Officer detailing the nature of the complaint.* |
| Arwyddwyd*Signed:*      Dyddiad:*Date:*       |