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| FOR INTERNAL USE ONLY | DEFNYDD YNDGC YN UNIG |
| ACKNOWLEDGED | CYDNABOD |

**To be returned to / Dychwelyd i**

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| info@welshwildlife.org  Recruitment  Wildlife Trust of South and West Wales,  The Nature Centre,  Fountain Road,  Tondu, Bridgend, CF32 0EH | info@welshwildlife.org  Recriwtio  Ymddiriedolaeth Natur De a Gorllewin Cymru,  Y Canolfan Natur,  Hoel y Ffynnon,  Tondu, Pen y Bont, CF32 0EH |

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| **Post Applied for**  **Y swydd yr ydych yn ceisio amdani** |  |
| How did you learn of this vacancy?  Sut glywsoch am y swydd? |  |

**Personal Details Manylion personol**

|  |  |
| --- | --- |
| Forename Enw |  |
| Surname Cyfenw |  |
| Address Cyfeiriad |  |
| Postcode Cod Post |  |
| Home Phone Number  Rhif Ffôn Gartref |  |
| Business tel. Number  Rhif Ffôn Busnes |  |
| E-mail address  E-bost |  |

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| May we, with discretion, phone you at work?  Fedrwn ni, gyda disgresiwn, eich ffonio yng ngwaith? | Yes  Oes |  | No  Nac Oes |  |
| Do you require a work permit?  A oes angen caniatâd gweithio arnoch? | Yes  Oes |  | No  Nac Oes |  |
| If yes, do you hold a current permit?  Os oes angen, a oes gennych ganiatâd ar hyn o bryd? | Yes  Oes |  | No  Nac Oes |  |
| Do you hold a full driving licence?  Oes gennych drwydded yrru ddilys? | Yes  Oes |  | No  Nac Oes |  |
| If yes, do you have any current endorsements  Os oes, a oes gennych unrhyw ardystiadau ar hyn o bryd? | Yes  Oes |  | No  Nac Oes |  |

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| If yes to question 5, please give details below Os ateboch oes i gwestiwn 5, yna rhowch y manylion isod |
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| **Present or last employer details**  **Swydd a dyletswyddau presennol** |

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| Company/Organisation name  Enw Cwmni/Mudiad |  |
| Address  Cyfeiriad |  |
| Postcode  Cod Post |  |
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| Position held  Swydd |  |
| Dates from  Dyddiadau o |  |
| Dates to  Dyddiadau i |  |
| Final salary and benefits  Cyflog a manteision diwethaf |  |
|  |  |
| **Outline of present duties Amlineelliad 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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| **Past employment details** | **Manylion Gwaith Gorffennol** |
| Excluding your present or last employment  If you are applying for your first post after leaving school or further education, please indicate any past holiday employment | Ac eithrio eich swydd bresennol neu ddiwethaf  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 and 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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| **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 fun 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/ Dates**  **Canlyniad Dyddiad** |
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| **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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| **Why are you interested in applying for this post?**  **Eich rhesymau dros geisio am y swydd yma?** |
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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. |
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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 Cyfenw |  |
| Knowledge of/relationship to Ymwybyddiaeth/perthynas i’r ymgeisydd candidate |  |
|  |  |
| Name Enw |  |
| Address Cyfeiriad |  |
| Email & Telephone  E-bost a rhif ffôn Cyfenw |  |
| Knowledge of/relationship to  Ymwybyddiaeth/perthynas i’r |  |

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| **Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 And/Or (Northern Ireland) 1979.** | **Rhowch fanylion o unrhyw troseddau heb ei wario yn unol â Deddf Ailsefydlu Troseddwyr (Eithriadau) Gorchymyn 1975 a/neu (Gogledd Iweddon) 1979** |
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| **Declaration** | | **Datganiad** |
| 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.  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).  I agree that the organisation reserves the right to require me to be CRB data checked prior to employment offer being confirmed. | | 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.  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).  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** |  | |