|  |
| --- |
| **Ffurflen Gais am Swydd Cyngor Sir Powys 12** |
| Cofiwch sicrhau eich bod yn cwrdd â'r holl ofynion hanfodol ym Manyleb y Person a'ch bod wedi darllen yr holl wybodaeth ategol cyn llenwi'r ffurflen hon.Bydd y Cyngor yn gwneud pob ymdrech i gynorthwyo gyda'r broses ymgeisio ac yn gwneud hynny mewn ffordd gyfrinachol. Er enghraifft, drwy eistedd gyda chi ac ysgrifennu eich atebion ar y ffurflen i chi. Ni fydd hyn yn anfantais i chi yn y broses ddethol.Os oes angen mwy o fanylion neu gymorth arnoch i lenwi eich ffurflen gais, cofiwch e-bostio'r Tîm Recriwtio ar recruitment@powys.gov.uk |
| **Dewis eich Iaith** |
| Mae croeso i chi anfon cais atom yn Gymraeg, ni fydd yn cael ei drin yn ddim llai ffafriol na cheisiadau yn Saesneg. Cofiwch nodi'r iaith sy'n well gennych ar gyfer: |
| Gohebiaeth | Saesneg |  | Cymraeg |  |
| Asesiad Cyfweliad | Saesneg |  | Cymraeg |  |
| **Manylion y Swydd** |
| Teitl y Swydd |  | Cyfeirif y Swydd  |  |
| Lleoliad y Swydd |  |
| **Manylion Personol** |
| Teitl (Mr, Mrs, Miss, Ms, Dr, teitl arall) |  | Cyfeiriad e-bost |  |
| Cyfenw |  | Cyfenw(au) Blaenorol (lle bo'n berthnasol) |  |
| Enw Cyntaf |  | Ail Enw Cyntaf (lle bo'n berthnasol) |  |
| Enw a Ddefnyddiwch |  | Rhif Yswiriant Gwladol |  |
| A oes gennych drwydded yrru gyfredol a dilys yn y DU? | {Nag oes Oes – Dros Dro Oes – Trwydded Lawn Oes – HGV Oes – PSV   |
| **Manylion Cyswllt** |
| Cartref |  |
| Symudol |  |
| **Manylion Cyfeiriad** |
| Rhif |  |
| Enw'r Tŷ |  |
| Stryd / Pentref |  |
| TREF |  |
| Sir |  |
| Cod Post |  |
| **Anabledd** |
| Fel cyflogwr symbol anabledd, mae angen y wybodaeth yma fel bod pob ymgeisydd anabl sy'n bodloni'r meini prawf lleiaf sy'n ofynnol am y swydd hon yn cael cynnig cyfweliad.*Rydych yn* ***anabl o dan Ddeddf Cydraddoldeb 2010*** *os oes gennych nam corfforol neu feddyliol* *sy'n cael effaith negyddol 'sylweddol' a 'thymor hir' ar eich gallu i wneud gweithgareddau arferol bob dydd.*Ydych chi'n credu bod gennych anabledd sy'n cwrdd â'r diffiniad yn Neddf Cydraddoldeb 2010? |
| Oes  |  | Nag oes |  |
| **Swyddi Penaethiaid yn unig** |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Oes  |  | Nag oes |  | Gweithio tuag ato |  |

A oes gennych Gymhwyster NPQH?

|  |
| --- |
|  |

Dyddiad ennill y Cymhwyster? (dd/mm/yyyy)

|  |
| --- |
|  |

Os ydych yn gweithio tuag at ennill NPQH, beth yw'r dyddiad tebygol y byddwch yn ei gwblhau?   |
| **Addysg Ysgol / Coleg / Prifysgol** |
| Cofiwch y bydd angen i chi ddangos, yn y cyfweliad, tystysgrifau gwreiddiol am bob cymhwyster a restrwch ar eich ffurflen gais. Nid yw copïau'n dderbyniol. Os ydych wedi colli eich tystysgrifau, dylech gysylltu â'r corff dyfarnu i gael rhai eraill. |
| Ysgol / Coleg / Prifysgol | Dyddiad ennill y cymhwyster (dd/mm/yyyy) | Pwnc | Lefel y cymhwyster | Gradd |
|  |  |  |  |  |
| **Cymwysterau Eraill** |
| Unrhyw gymwysterau eraill neu hyfforddiant sy'n berthnasol i fanyleb y person? |
| **Cofrestriadau** |
| Cofiwch gynnwys manylion am unrhyw gofrestriad proffesiynol. Mae hyn yn berthnasol i swyddi'r Gweithlu Gofal Cymdeithasol (Gofal Cymdeithasol Cymru), athrawon a gwahanol swyddi eraill. Weithiau bydd angen i chi gofrestru cyn gallu dechrau yn eich swydd.**Os nad yw'n berthnasol i chi, symudwch ymlaen i'r rhan nesaf** |
| Enw'r Corff / Cyrff Cofrestredig |
|  |
| Cyfeirif DfEE Rhif(au) Cofrestru: |
|  |
| Dyddiad Cofrestru (dd/mm/yyyy) |
|  |
| A oes unrhyw amodau ynghlwm wrth y cofrestriad presennol / blaenorol? Oes / Nag oes |
| *Os oes, rhowch fanylion os gwelwch yn dda* |
| Ydych chi wedi cofrestru gyda'r Cyngor Gweithlu Addysg (EWC)? Do / Naddo |

|  |
| --- |
| **Gwybodaeth Arall am yr Ymgeisydd** |

|  |
| --- |
| **Sgiliau Iaith** |
| Ydych chi'n siarad Cymraeg?   | **Ydw *I* Nac Ydw** |
| Dywedwch i ba lefel cymhwysedd – Lefel 1-5 (wele Atodiad 1 ar y dudalen olaf)  |
| Ydych chi'n gallu cyfathrebu mewn iaith arall, gan gynnwys Iaith Arwyddion?  | **Ydw *I* Nac Ydw**  |
| Os ydych, rhowch fanylion os gwelwch yn dda |
| **Cyfryngau** |
| Nodwch isod ble y gwelsoch y swydd yn cael ei hysbysebu, e.e. gwefan Powys, Facebook ac ati. |
|  |
| **Cymhwyster i weithio yn y DU** |
| Mae'n hanfodol eich bod yn darllen y wybodaeth am gymhwyster i weithio yn y DU ar y dudalen recriwtio.Cofiwch, os atebwch YDW i'r cwestiwn isod, ac os gofynnir i chi ddod am gyfweliad, byddwn yn gofyn i chi ddangos tystiolaeth, e.e. pasbort, tystysgrif geni, cerdyn preswylio, yn unol â chanllawiau presennol y Swyddfa Gartref.Ydych chi'n gallu dangos tystiolaeth o'ch cymhwyster i weithio yn y DU?  | **Ydw *I* Nac Ydw**  |
| **Gwybodaeth am Ddiogelu** |
| Gorchymyn 1975 Deddf Adsefydlu Troseddwyr 1974 a gorchymyn diwygio eithriadau 1986.Os yw swydd disgrifiad y swydd yr ydych yn ymgeisio amdani yn nodi fod y swydd yn destun archwiliad y Gwasanaeth Datgelu a Gwahardd (DBS), rhaid i chi ddatgelu unrhyw euogfarnau troseddol, gorchmynion trosglwyddo (bind-over) neu rybuddion gan gynnwys y rheini a fyddai fel arfer yn cael eu hystyried i fod wedi darfod.Os ydych yn methu a rhoi'r wybodaeth berthnasol i ni neu'n cyflwyno gwybodaeth ffug, gall hyn arwain at unrhyw gynnig o gyflogaeth yn cael ei dynnu'n ol neu gamau gweithredu a diswyddo'n cael eu cymryd os ydych eisoes wedi'ch cyflogi. Yn unol a'r polisi Recriwtio Cyn-droseddwyr, ni fydd cael record droseddol o angenraid yn eich rhwystro rhag gweithio ar gyfer yr Awdurdod.**A oes gennych unrhyw euogfarn, rhybuddiad, cerydd neu rybudd terfynol?** | **Oes / Nag oes**  |
| ***Os oes, rhowch fanylion os gwelwch yn dda*** |
| **Ydych chi wedi eich enwi ar unrhyw un o'r rhestri gwahardd?**  | **Ydw / Nac ydw**  |
| **A oes unrhyw sancsiynau yn eich erbyn?**  | **Ydw / Nac ydw**  |
| ***Os oes, rhowch fanylion os gwelwch yn dda*** |
| **A ydych yn perthyn i Gynghorydd neu Uwch Swyddog yn yr Awdurdod** |
| A ydych yn perthyn i Gynghorydd neu Uwch Swyddog yn yr Awdurdod? | **Ydw *I* Nac Ydw** |
| Os ydych, rhowch enw’r Cynghorydd neu’r Uwch-swyddog a’r perthynas e.e. Mam, Chwaer, Ewythr ayb. |

|  |
| --- |
| **Geirdaon** |
| Rhoddir rhestr o ddarparwyr geirda posib ar y dudalen Recriwtio.**Byddwn ond yn gofyn am eirda os cynigiwn swydd i chi, ac eithrio unrhyw swydd mewn ysgolion lle gofynnir am eirdaon cyn y cyfweliad.**Rhowch fanylion cyswllt llawn ar gyfer dau ddarparwr geirda, rhaid i un fod gan eich cyflogwr presennol neu ddiweddaraf ac un geirda arall, gan gynnwys cyfeiriadau e-bost lle bo'n bosib.**Gofal Preswyl (Golwg Bannau/Camlas) –** Os ydych yn ymgeisio am swydd mewn gofal preswyl, bydd angen i chi ddarparu tri geirda.**Gofalwyr Cartref / Ailalluogi –** Os ydych yn ymgeisio am swydd yn y Tîm Ailalluogi, rhowch fanylion cyswllt llawn bob un o'r darparwyr gofal yr ydych wedi gweithio iddynt dros y pum mlynedd diwethaf.**TGCh** – Os ydych yn ymgeisio am swydd yn TGCh, rhowch fanylion cyswllt llawn ar gyfer pob cwmni yr ydych wedi gweithio iddynt dros y tair blynedd diwethaf. |

|  |  |  |  |
| --- | --- | --- | --- |
| Enw |  | Enw |  |
| Teitl Swydd Darparwr Geirda |  | Teitl Swydd Darparwr Geirda |   |
| Sefydliad |  | Sefydliad |  |
| Math o Eirda |  Busnes / Personol | Math o Eirda |  Busnes / Personol |
| Cyfeiriad |  | Cyfeiriad |  |
|  |  |
| Cod Post |  | Cod Post |  |
| Rhif Ffôn Dydd |   | Rhif Ffôn Dydd |   |
| Rhif Ffôn Symudol |  | Rhif Ffôn Symudol |  |
| E-bost |  | E-bost |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Enw |  | Enw |  |
| Teitl Swydd Darparwr Geirda |  | Teitl Swydd Darparwr Geirda |   |
| Sefydliad |  | Sefydliad |  |
| Math o Eirda |  Busnes / Personol | Math o Eirda |  Busnes / Personol |
| Cyfeiriad |  | Cyfeiriad |  |
|  |  |
| Cod Post |  | Cod Post |  |
| Rhif Ffôn Dydd |   | Rhif Ffôn Dydd |   |
| Rhif Ffôn Symudol |  | Rhif Ffôn Symudol |  |
| E-bost |  | E-bost |  |
|  |
| Enw |  | Enw |  |
| Teitl Swydd Darparwr Geirda |  | Teitl Swydd Darparwr Geirda |   |
| Sefydliad |  | Sefydliad |  |
| Math o Eirda |  Busnes / Personol | Math o Eirda |  Busnes / Personol |
| Cyfeiriad |  | Cyfeiriad |  |
|  |  |
| Cod Post |  | Cod Post |  |
| Rhif Ffôn Dydd |   | Rhif Ffôn Dydd |   |
| Rhif Ffôn Symudol |  | Rhif Ffôn Symudol |  |
| E-bost |  | E-bost |  |

**Gallwch barhau ar dudalen arall os oes angen**

|  |
| --- |
| **Swyddi Presennol a Blaenorol** |
| Dechreuwch gyda'ch swydd ddiweddaraf gan gofio nodi POB dyddiad ers gadael addysg llawn amser. Cofiwch gyfrif am unrhyw fwlch mewn cyflogaeth, h.y. i fagu teulu, i ofalu am berthynas, blwyddyn i ffwrdd, i ddychwelyd at addysg ac yn y blaen.**Os oes gennych unrhyw fwlch mewn cyflogaeth, byddwn yn eich holi am hyn yn y cyfweliad.** |
| Cyflogwr | O dd/mm/yy | Tan dd/mm/yy | Teitl y Swydd | Rheswm dros adael |
|  |  |  |  |  |

|  |
| --- |
| **Gwybodaeth Ategol** |
| Disgrifiwch y profiad, sgiliau a'r nodweddion sydd gennych sy'n berthnasol i Fanyleb y Personol / Proffil y Rôl, gan gynnwys unrhyw ddiddordebau a gweithgareddau eraill y tu allan i'r gwaith. |
|  |

|  |
| --- |
| **Datganiadau Preifatrwydd a Chadarnhau** |
| **Datganiad Preifatrwydd** |
| Mae Cyngor Sir Powys yn derbyn y cyfrifoldebau canlynol am wybodaeth bersonol a gofnodir drwy'r we-dudalen hon:- Byddwn ond yn defnyddio'r wybodaeth ar gyfer y rheswm a gytunwyd ac yn gofalu amdani'n ddiogel. Byddwn ond yn cadw'r wybodaeth am gyn hired ag y bo'i hangen neu i gydymffurfio â gofynion statudol, ac yna'n ei dinistrio'n ddiogel.Os bydd angen rhannu eich gwybodaeth ag asiantaethau eraill, bydd y gwasanaeth neu'r adran dan sylw'n gofyn am eich caniatâd penodol (drwy lofnod) cyn gynted â phosib oni bai fod gennym ddyletswydd gyfreithiol i ddatgelu'r wybodaeth.Drwy ateb 'Ie' i'r datganiad hwn ar waelod y dudalen, rydych yn cytuno eich bod wedi darllen a deall hysbysiad preifatrwydd y Cyngor. Rhoddir canllawiau manwl ar ein gwe-dudalennau Rhyddid Gwybodaeth yn [www.powys.gov.uk](http://www.powys.gov.uk), neu drwy ffonio'r Tîm Cydymffurfio Gwybodaeth ar: 01597 827510.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Cadarnhau**  |
| Mae gan y cyhoedd hawl i ddisgwyl y safonau ymddygiad gorau gan holl weithwyr Cyngor Sir Powys. Mae gan y Cyngor Bolisi Gwrth-Dwyll i'w gynorthwyo i gynnal y safonau uchel hyn. Fel rhan o'r polisi hwn, bydd angen i ni ddilysu gonestrwydd a didwylledd pob aelod newydd o staff, sut bynnag fath o gontract cyflogaeth sydd ganddynt. Bydd archwiliadau cyn-gyflogaeth yn cael eu gwneud ar gyfer pob aelod newydd o staff, yn enwedig rhai gyda dyletswyddau sy'n cynnwys gwaith fel delio ag arian parod, dyfarnu contractau, gwneud neu asesu taliadau i'r cyhoedd neu ddelio gyda chwsmeriaid bregus. Drwy ddefnyddio'r wybodaeth a roesoch i ni, byddwn efallai'n cyflawni'r archwiliadau canlynol: Cofnodion Treth Cyngor, Budd-daliadau Tai / Budd-daliadau Treth Cyngor, cadarnhau eich cymwysterau academaidd / aelodaeth o gyrff proffesiynol, cofnodion Tai Cyngor, Cyllid y Wlad, Asiantaethau Credyd, y Gofrestr Genedigaethau, Marwolaethau a Phriodasau ac unrhyw gofnodion / pobl eraill y bydd angen eu harchwilio neu holi'n rhesymol. Byddwn hefyd efallai'n archwilio gwybodaeth gyhoeddus fel y Gofrestr Etholiadol neu gofnodion Tŷ'r Cwmnïau. Yn ogystal, bydd archwiliadau'n cael eu cyflawni i benderfynu a oes gennych unrhyw fudd / rhan mewn cwmnïau eraill a allai wrthdaro'n uniongyrchol â'r gwaith y byddwch dan gontract i'w gyflawni i'r Cyngor.Hyd y gwn i, mae'r wybodaeth a roddais yn wir a chyflawn. Rwyf yn awdurdodi Cyngor Sir Powys i wirio unrhyw / pob gwybodaeth a roddais gydag unrhyw asiantaeth arall, gan gynnwys awdurdodau lleol a'r Asiantaeth Budd-daliadau. Rwyf yn deall y gallai gwneud datganiad ffug neu anghywirdeb arwain at dynnu unrhyw swydd a gynigir i mi'n ôl, neu os wyf eisoes mewn swydd, gallai arwain at gamau disgyblu gan gynnwys diswyddo. Rwyf yn deall y bydd canfasio Cynghorydd neu Swyddog a / neu roi gwybodaeth ffug yng nghyswllt y cais hwn yn fy anghymhwyso o gael fy mhenodi, neu o ddarganfod hynny ar ôl fy mhenodi, yn arwain at ddiswyddo.Rwyf yn cytuno y gallwch gadw a defnyddio'r wybodaeth a roddais yn y ffurflen gais hon at y pwrpasau uchod. Mae gan y Cyngor ddyletswydd i warchod arian cyhoeddus a weinyddir ganddo, ac i'r perwyl hwn gall ddefnyddio'r wybodaeth a roesoch yn eich ffurflen gais o fewn y Cyngor er mwyn atal a chanfod twyll. Gall hefyd rannu'r wybodaeth yma gyda chyrff eraill sy'n gweinyddu arian cyhoeddus i'r pwrpas hwn yn unig. Os cewch wahoddiad i gymryd rhan yn y broses ddethol, rhaid i chi lofnodi'r datganiad hwn.  |
| **Caniatâd**  |
| Rwyf yn deall y byddaf yn rhoi caniatâd i gofnodion personél Adnoddau Dynol / ffeiliau cwsmeriaid / defnyddwyr (Draig/WCCIS) ac unrhyw gronfeydd data eraill gan Gyngor Sir Powys gael eu harchwilio. |
| **Rwyf yn cytuno i'r Datganiadau Preifatrwydd, Cadarnhau a Chaniatâd uchod** | **Ie/ Na** |
| **Arwyddwyd** |  | **Dyddiad** |  |

|  |
| --- |
| Dylid dychwelyd y ffurflenni cyflawn yn unol â'r cyfarwyddiadau ar yr hysbyseb at;**Y Tîm Recriwtio** **Neuadd y Sir** **Llandrindod** **Powys** **LD1 5LG** Neu;**E-bost;** recruitment@powys.gov.uk **Ymholiadau Cyffredinol:** 01597 826409Mae'r Cyngor yn gweithio tuag at Gyfle Cyfartal Diolch am wneud cais i ymuno â Chyngor Sir Powys |
| ***Mae Cyngor Sir Powys yn rhannu ymrwymiad i ddiogelu a hyrwyddo lies plant, pobl ifanc ac oedolion mewn perygl. Mae'r ymrwymiad yn cael ei danategu gan brosesau a gweithdrefnau cadarn sy'n ceisio cynyddu cyfle, lleihau peryglon a hyrwyddo diwylliant sy'n croesawu’r ethos* o *ddiogelu yn barhaus ymysg y gweithlu.*** |

|  |
| --- |
| **Atodiad 1 – Gwybodaeth am lefelau cymhwyster mewn Cymraeg**1 – Rwyf yn gallu, neu'n barod i ddysgu o fewn cyfnod rhesymol o amser, sut i ynganu enwau personol ac enwau llefydd Cymraeg yn gywir, a gallaf roi ac ymateb i gyfarchion sylfaenol dros y ffôn neu wyneb yn wyneb. 2 – Rwyf yn gallu cyfathrebu tasgau bob dydd lle mae angen cyfnewid gwybodaeth syml am bynciau a gweithgareddau cyfarwydd. Rwyf yn gallu cyfrannu at sgyrsiau cymdeithasol byr iawn heb ddeall, o reidrwydd, digon i gadw'r sgwrs i fynd.3 – Rwyf yn gallu delio â'r rhan fwyaf o sefyllfaoedd sy'n debygol o godi wrth deithio mewn ardal lle siaredir yr iaith. Rwyf yn gallu ymuno'n ddirybudd mewn sgwrs am bynciau sy'n gyfarwydd neu'n berthnasol i fywyd bob dydd (e.e. teulu, hobis, gwaith).4 – Rwyf yn gallu cyfathrebu'n weddol rugl a digymell sy'n gwneud cyfathrebu â siaradwyr brodorol yn bosib. Rwyf yn gallu cymryd rhan mewn trafodaeth mewn cyd-destun cyfarwydd.5 – Rwyf yn gallu cymryd rhan yn ddiymdrech mewn unrhyw sgwrs neu drafodaeth ac yn gyfarwydd iawn ag idiomau ac iaith lafar. Rwyf yn gallu mynegi fy hun yn rhugl a chyfleu ystyr yn fwy cynnil a chywir. |

|  |
| --- |
| **Ffurflen Monitro Cydraddoldeb (Recriwtio)** |
| Mae Cyngor Sir Powys wedi ymrwymo i ddarparu proses deg a chyfartal i bob ymgeisydd am swydd. I wneud hyn, mae angen i ni gasglu gwybodaeth am y mathau o bobl sy'n ymgeisio am swyddi, sy'n cyrraedd y rhestr fer ac sy'n cael eu penodi. Byddem felly'n ddiolchgar pe gallech roi munud neu ddau i lenwi'r ffurflen hon fel rhan o'r broses honno. Bydd y wybodaeth yn helpu i ddylanwadu ar bolisi a gweithdrefnau cyflogi yn y dyfodol. Bydd yr holl wybodaeth a roddwch i ni yma'n cael ei thrin yn gwbl gyfrinachol ac yn cael ei defnyddio dim ond i greu proffil ystadegol o'r broses recriwtio. Bydd unrhyw wybodaeth y mae'n gyfreithiol ofynnol i Gyngor Sir Powys ei hanfon at gyrff Monitro fel y Swyddfa Archwilio'n cael ei gwneud yn ddi-enw cyn ei hanfon. Ni fydd y bobl sy'n llunio rhestr fer ac yn cyfweld pobl am y swydd yr ydych yn ymgeisio amdani'n gweld y wybodaeth yma. Os llwyddwch yn eich cais, bydd y data a roddwch yn y ffurflen hon yn cael ei drosglwyddo'n ddiogel i system Adnoddau Dynol / Cyflogres y Cyngor fel rhan o'ch cofnod gweithiwr.Os na fyddwch yn llwyddo'r tro hwn, cofiwch y byddwn yn tynnu eich gwybodaeth bersonol oddi ar ein cofnodion ar ôl chwe mis.**Gallwch ddewis peidio ag ateb unrhyw gwestiwn. Cofiwch adael yn wag unrhyw gwestiwn y byddai'n well gennych beidio ei ateb.** ***Rhowch groes yn y blychau perthnasol*** |
| **Rhyw** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rhywedd** | Dyn |  | Menyw |  |
| Ydy eich rhywedd presennol yr un fath â'r un oedd gennych pan gawsoch eich geni?  | Ydy  |  |
| Nac ydy  |  |
| Gwell gen i beidio dweud |  |
| **Statws Priodasol neu Bartneriaeth Sifil o’r un Rhyw** |
| **Ydych chi wedi priodi neu mewn partneriaeth sifil?** | Ydw |  | Nac ydw |  |
| **Oed** |  |  |  |  |
| **Beth yw eich Dyddiad Geni?** |  |
| **Oed** | 16-24 |  | 25-34 |  | 35-44 |  | 45-54 |  |
| 55-64 |  | 65+ |  | Gwell gen i beidio dweud |  |
| **Hunaniaeth Genedlaethol** |
| **Sut y byddech yn disgrifio eich hunaniaeth genedlaethol?** |
| Sais / Saesnes |  | Cymro / Cymraes |  | Albanwr / wraig |  | Gwyddel neu Wyddeles (GI) |  |
| Prydeinig |  | Arall  |  | Gwell gen i beidio dweud |  |  |
| **Ethnigrwydd** |  |  |  |  |  |  |
| **Beth yw eich tarddiad ethnig?**Nid mater o genedligrwydd, man geni neu ddinasyddiaeth yw categorïau tarddiad ethnig. Mae'n ymwneud â pha grŵp y credwch eich bod yn perthyn iddo. Rhowch eich tarddiad ethnig drwy dicio'r blwch priodol. |
| **Gwyn** |
| Sais / Saesnes |  | Cymro / Cymraes |  | Albanwr / wraig |  | Gwyddel neu Wyddeles (GI) |  |
| Gwyddel neu Wyddeles |  | Sipsiwn neu Deithiwr Gwyddelig |  | Unrhyw gefndir Gwyn arall  |  | Gwell gen i beidio dweud |  |
| **Grwpiau ethnig lluosog / cymysg** |
| Gwyn a Du Caribïaidd |  | Gwyn a Du Affricanaidd |  |
| Gwyn ac Asiaidd |  | Unrhyw gefndir Cymysg arall  |  |
| **Asiaidd / Asiaidd Prydeinig** |
| Indiaidd |  | Pacistanaidd |  |
| Bangladeshaidd |  | Tsieineaidd |  |
| Unrhyw gefndir Asiaidd arall  |  |
| **Du Affricanaidd / Caribïaidd / Du Prydeinig** |
| Affricanaidd  |  | Caribïaidd |  |
| Unrhyw gefndir Du arall |
| **Grŵp ethnig arall** |
| Cefndir Arabaidd  |  | Unrhyw grŵp ethnig arall |  |
| Gwell gen i beidio dweud |  |  |
| **Statws Priodasol neu Bartneriaeth Sifil o’r un Rhyw** |
| **Beth yw eich tueddiad rhywiol?** |
| Heterorywiol / strêt |  | Hoyw / lesbiaidd |  |
| Deurywiol  |  | Arall  |  |
| Gwell gen i beidio dweud |  |
| **Crefydd** |  |
| **Beth yw eich crefydd neu gred?** |
| Dim crefydd |  | Bwdhydd |  | Cristion |  |
| Hindŵ |  | Iddew |  | Mwslim |  |
| Sikh |  | Unrhyw grefydd arall |  | Gwell gen i beidio dweud |  |
| **Beichiogrwydd a Mamolaeth** |
| Os ydych yn fenyw: ydych chi'n feichiog ar y funud, neu wedi rhoi genedigaeth yn y 26 wythnos diwethaf? |
| Ydw, rwy'n feichiog |  | Do, rwyf wedi rhoi genedigaeth yn y 26 wythnos diwethaf |  | Nac ydw / Naddo |  |
| **Cyfrifoldebau gofalu** |
| **A oes gennych gyfrifoldebau gofalu? Os oes, ticiwch pob blwch perthnasol.** |
| Prif ofalwr am blentyn / plant (dan 18 oed) |  | Prif ofalwr am blentyn / plant anabl |  | Dim |  |
| Prif ofalwr am oedolyn anabl (18+ oed) |  | Prif ofalwr am berson hŷn (65+) |  | Ail ofalwr  |  |
| Gwell gen i beidio dweud |  |

Mae’r dudalen yma’n wag yn fwriadol

This page is deliberately blank

|  |
| --- |
| **Powys County Council Job Application Form 12** |
| Please ensure that you meet all of the essential requirements of the Person Specification and you have read all the supporting information before completing this form.The Council will make every effort to provide assistance in the application process and in a confidential manner. For example sitting with you and writing your answers into the form for you. This will not disadvantage you in the selection process.If you require any further information or assistance to complete your application form, please email the Recruitment Team recruitment@powys.gov.uk |
| **Language Choice** |
| Applications in Welsh are welcome and will not be treated less favourably than applications received in English. Please indicate your preferred language for: |
| Correspondence | English |  | Welsh |  |
| Interview Assessment | English |  | Welsh |  |
| **Vacancy Details** |
| Job Title |  | Job Reference Number  |  |
| Location of Position |  |
| **Personal Details** |
| Title (Mr, Mrs, Miss, Ms, Dr, Other) |  | Email address |  |
| Surname |  | *Previous* Surname(s) (if applicable) |  |
| Forename |  | Forename 2 (if applicable) |  |
| Preferred Name |  | NI Number |  |
| Do you hold a current driving licence valid in the UK?  | None Yes – Provisional Yes – Full Yes – HGV Yes – PSV   |
| **Contact Details** |
| Home |  |
| Mobile |  |
| **Address Details** |
| Number |  |
| House Name |  |
| Street/ Village |  |
| TOWN |  |
| County |  |
| Post Code |  |
| **Disability** |
| As a disability confident employer this information is needed so that all disabled applicants who meet the **essential** criteria for this position are offered an interview.*You’re* ***disabled under*** *the* ***Equality Act 2010*** *if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.* Do you consider that you have a disability which meets the definition in the 2010 Equality Act? |
| Yes |  | No |  |
| **Head Teacher Posts Only** |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Working towards |  |

Do you hold a NPQH Qualification?

|  |
| --- |
|  |

Date of Qualification obtained? (dd/mm/yyyy)

|  |
| --- |
|  |

If working towards NPQH, when is your likely date of completion?  |
| **School/ College/ University Education** |
| Please note original certificates will need to be produced for all qualifications stated on your application form at interview, copies are unacceptable. If you need replacement certificates please contact the awarding body. |
| School/ College/ University | Qualification date obtained (dd/mm/yyyy) | Subject | Qualification level | Grade |
|  |  |  |  |  |
| **Other Qualifications** |
| Any other qualifications or training specific to the person specification? |
| **Registrations** |
| Please include details of any professional registrations. This applies to Social Care Workforce (Social Care Wales) Teachers and various other posts. In some cases you will be required to register before you commence employment.**If not applicable to you, please proceed to next section** |
| Name of Registered Body(ies) |
|  |
| Registration Number(s) DfEE Ref number: |
|  |
| Date of Registration (dd/mm/yyyy) |
|  |
| Are there any conditions to either current/former registration? Yes/ No |
| *If yes, please give details* |
| Are you registered with the Education Workforce Council (EWC)? Yes/ No |
| **Additional Applicant Information** |

|  |
| --- |
| **Language Skills** |
| Are you a Welsh speaker?  | **Yes *I* No** |
| Please state your level of competency - Level 1 – 5 (please see appendix 1 on last page)  |
| Can you communicate in any other language including Sign Language?  | **Yes/ No**  |
| If yes, please give details |
| **Media** |
| Please indicate below where you saw the position advertised e.g. Powys Website, Facebook etc |
|  |
| **Eligibility to work in the UK** |
| It is essential that you read the eligibility to work in the UK information on the recruitment home pagePlease note that if you answer YES to the below question, you will be asked to provide evidence if shortlisted for interview e.g. passport, birth certificate, residence card in line with current home office guidanceAre you able to provide evidence of your eligibility to work in the UK? | **Yes/ No**  |

|  |
| --- |
| **Safeguarding Information** |
| Rehabilitation of Offenders Act 1974 order 1975 and exceptions amendment order 1986.You must reveal any criminal convictions, bind-over orders or cautions including those that would normally be regarded as spent. If you fail to give us the relevant information or give false information this may result in any offer of employment being withdrawn or if already in employment disciplinary action and dismissal.In line with the Recruitment of Ex-offenders policy, having a criminal record will not necessarily bar you from working for the Authority.**Do you have any convictions, cautions, reprimands or final warnings?** | **Yes/ No**  |
| ***If yes please provide details***  |
| **Are you included on either of the barred lists stated?** | **Yes/ No**  |
| **Do you have any sanctions imposed?**  | **Yes/ No**  |
| ***If yes please provide details*** |
| **Are you related to a Councillor or Senior Officer of the Authority?** |
| **Are you related to a Councillor or Senior Officer of the Authority?** e.g. Father, Sister, Close Friend etc |  **Yes/ No**  |
| ***If yes please provide details*** |

|  |
| --- |
| **References** |
| A list of suggested referees is available on the Recruitment homepage**References will only be requested if you are offered a position except for all roles based in Schools where they will be requested prior to interview**.Please provide full contact details of **two** referees one of which must be your present or most recent employer and another relevant referee including an email address where possible**Residential Care (Golwg Bannau/Camlas)** - If you are applying for a position in residential care you will be required to provide three referees.**Reablement / Domiciliary Carers** - If you are applying for a position in the Reablement Team, please provide full contact details of all care providers that you have worked for over the last five years.**ICT** - If you are applying for a position within ICT, please provide full contact details of all companies that you have worked at over the last three years. |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Referee Job Title |  | Referee Job Title |   |
| Organisation |  | Organisation |  |
| Reference Type |  Business *I* Personal | Reference Type |  Business *I* Personal |
| Address |  | Address |  |
|  |  |
| Postcode |  | Postcode |  |
| DaytimeTelephone Number |   | Daytime Telephone Number |   |
| Mobile Phone No |  | Mobile Phone No |  |
| email |  | email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Referee Job Title |  | Referee Job Title |   |
| Organisation |  | Organisation |  |
| Reference Type |  Business *I* Personal | Reference Type |  Business *I* Personal |
| Address |  | Address |  |
|  |  |
| Postcode |  | Postcode |  |
| DaytimeTelephone Number |   | Daytime Telephone Number |   |
| Mobile Phone No |  | Mobile Phone No |  |
| email |  | email |  |
|  |
| Name |  | Name |  |
| Referee Job Title |  | Referee Job Title |   |
| Organisation |  | Organisation |  |
| Reference Type |  Business *I* Personal | Reference Type |  Business *I* Personal |
| Address |  | Address |  |
|  |  |
| Postcode |  | Postcode |  |
| DaytimeTelephone Number |   | Daytime Telephone Number |   |
| Mobile Phone No |  | Mobile Phone No |  |
| email |  | email |  |

**If necessary, please continue on a separate sheet**

|  |
| --- |
| **Present and Previous Appointments** |
| Please start with your most recent position and ensure that ALL dates are completed from the date you left full time education. Please ensure you account for all gaps in employment i.e raising a family, caring for a relative, gap years, return to education etc.**If you do have any gaps in employment you will be questioned about these at interview.** |
| Employer | From dd/mm/yy | To dd/mm/yy | Job Title | Reason for Leaving |
|  |  |  |  |  |
| **Supporting Information** |
| Please give an outline of your experience, skills and qualities which are relevant to the Person Specification/Role Profile including hobbies and other activities outside of work. |
|  |

|  |
| --- |
| **Privacy and Declaration Statements** |
| **Privacy Statement** |
| Powys County Council accepts the following responsibilities for personal information recorded through this web page: - The information will only be used for the agreed reason and will be looked after securely The information will only be kept for as long as needed or to comply with statutory requirements and will then be securely destroyed.If your information needs to be shared with other agencies the department or service concerned will seek explicit (signed) consent as soon as possible unless we are obliged by law to disclose the information.By answering 'yes' to this statement at the bottom of the page you are agreeing that you have read and understood the Council's privacy notice. Detailed guidance can be found on our Freedom of Information Web pages on www.powys.gov.uk or from the Information Compliance Team Tel: 01597 827510.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Declaration**  |
| The public is entitled to expect the highest standards of behaviour and conduct from all employees who work for Powys County Council. The Council has an Anti-Fraud Policy and Employee Code of Conduct to assist in ensuring high standards are maintained. As part of these policies, new employees, regardless of the type of employment contract, will need to have their honesty and integrity verified. Note that in terms of the General Data Protection Regulation, the Council will only collect and process personal data to the extent necessary and relevant to the performance of the job which is being applied for.Pre-employment checks will be carried out for all new starters, particularly those where duties include activities such as handling cash, awarding contracts, making or assessing payments to the public or dealing with vulnerable clients. Using the information you have provided, the following checks may be carried out: Council Tax records, Housing Benefit/Council Tax Benefit records, confirmation of academic qualifications/ membership of professional bodies, Council Housing records, HMRC records, Credit Agencies, Register of Births, Deaths and Marriages and any other records/persons as may reasonably be considered necessary. Checks may also be made on information held in the public domain such as the Electoral Register and Companies House records. In addition, checks may be carried out to determine whether you have any interest/ involvement in other companies that may directly conflict with the work that you may be contracted to undertake for the Council. As far as I know, the information I have given is true and complete. I authorise Powys County Council to check any/all information I have supplied with any other agencies including local authorities and the Department of Work and Pensions. I understand that making a false declaration or any impropriety may lead to the withdrawal of any job offer made to me, or if employed may result in disciplinary action, up to and including summary dismissal. I agree to you storing and using the information I have given in this application form for the above purposes. The Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application form within the Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose. By ticking the box below, you are agreeing to the above statements. If you are invited to the selection process, you will be required to sign this declaration. |
| **Consent**  |
| I understand that I will be giving my consent for checks to be carried out in HR Personnel Records, client/ user files (Draig/WCCIS) and any other Powys County Council databases |
| **I agree to the Privacy, Declaration & Consent Statements above** | **Yes/ No** |
| **Signed** |  | **Date** |  |

|  |
| --- |
| Completed application forms should be returned as per the instructions on the advert or to; **The Recruitment Team** **County Hall** **Llandrindod Wells** **Powys** **LD1 5LG** Or;Email; **recruitment@powys.gov.uk**General Enquiries:  **01597 826409** The Council is working towards Equal OpportunitiesThank you for applying to join Powys County Council |
| ***Powys County Council shares a commitment to safeguard and promote the welfare of children, young people and adults at risk. The commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst the workforce.*** |

|  |
| --- |
| **Appendix 1 – Welsh competency level information**1 - I can, or am prepared to learn within a reasonable time period, how to pronounce Welsh personal and place-names correctly, and I can give and respond to basic greetings on the telephone or in person. 2 - Able to communicate routine tasks requiring a simple exchange of information on familiar topics and activities. Able to handle very short social exchanges without necessarily understanding enough to keep the conversation going.3 - Able to deal with most situations likely to arise whilst travelling in an area where the language is spoken. Able to enter into an unprepared conversation on topics that are familiar or pertinent to everyday life (e.g. family, hobbies, work).4 - Able to interact with a degree of fluency and spontaneity that makes interaction with native speakers possible. Able to take an active part in discussion in familiar contexts.5 - Able to take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. Able to express fluently and convey finer shades of meaning precisely. |

|  |
| --- |
| **Equalities Monitoring Form (Recruitment)** |
| Powys County Council is committed to providing a fair and equal process for all employment applicants. To achieve this, we need to gather information about the types of people who apply for positions, those who are shortlisted, and those who secure a position. We would therefore appreciate you taking just a few minutes to complete this form as part of that process. The information will assist in shaping future employment policy and procedures. All the information that you give us here, will be treated in the strictest of confidence, and, will be used only to provide a statistical profile of the recruitment process. Any information which Powys County Council is legally required to send to Monitoring organisations such as the Audit Office will be anonymised prior to being issued. Those involved in short-listing and interviewing for the post that you are applying for will not see this information. If you are successful in your application the data supplied in this form will be securely transferred into the council's HR / Payroll system as part of your employee record.If you are not successful on this occasion please be advised that your personal information will be removed from our records after 6 months.**All questions are optional. Please leave blank any question that you prefer not to answer.** ***Please enter a cross in the relevant boxes*** |
| **Gender** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gender** | Male |  | Female |  |
| **Is your present gender the same as the one** **assigned at birth?** | Yes |  |
| No |  |
| Prefer not to say |  |
| **Marital or Same Sex Civil Partnership Status** |
| **Are you married or in a civil partnership** | Yes |  | No |  |
| **Age** |
| **What is your Date of Birth?** |  |
| **Age Range** | 16-24 |  | 25-34 |  | 35-44 |  | 45-54 |  |
| 55-64 |  | 65+ |  |  Prefer not to say |  |
| **National Identity** |
| **How would you describe your national identity?** |
| English |  | Welsh |  | Scottish |  | Northern Irish |  |
| British |  | Other |  | Prefer not to say |  |  |

|  |
| --- |
| **Ethnicity** |
| **What is your ethnicity?**Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box |
| **White** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| English |  | Welsh |  | Scottish |  | Northern Irish |  |
| Irish |  | Gypsy /Irish Traveller |  | Any other White background  |  | Prefer not to say |  |
| **Mixed/Multiple Ethnic Groups** |
| White and Black Caribbean |  | White and Black African |  |
| White and Asian |  | Any other mixed background |  |
| **Asian/Asian British** |
| Indian |  | Pakistani |  |
| Bangladeshi |  | Chinese |  |
| Any other Asian background |  |
| **Black/African/Caribbean/Black British** |
| African  |  | Caribbean |  |
| Any other Black background |
| **Other Ethnic Group** |
| Arab |  | Any other ethnic group |  |
| Prefer not to say |  |

|  |
| --- |
| **Sexual Identity** |
| **What is your sexual orientation?** |

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual/straight |  | Gay/lesbian |  |
| Bisexual  |  | Other |  |
| Prefer not to say |  |

|  |
| --- |
| **Religion** |
| **What is your religion or belief?** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No religion |  | Buddhist |  | Christian |  |
| Hindu |  | Jewish |  | Muslim |  |
| Sikh |  | Any other religion |  | Prefer not to say |  |
| **Pregnancy and Maternity** |
| If female: are you currently pregnant, or have given birth in the last 26 weeks? |
| Yes, I’m pregnant |  | Yes, I’ve given birth within the past 26 weeks |  | No |  |
| **Caring Responsibilities** |
| Do you have caring responsibilities? If yes please tick all boxes that apply? |
| Primary carer of a child/children (under 18) |  | Primary carer of disabled child/children |  | None |  |
| Primary carer of disabled adult (18 and over) |  | Primary carer of older person (65+) |  | Secondary carer |  |
| Prefer not to say |  |  |