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| FOR NWWT USE ONLY |
| ACKNOWLEDGE |

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| DEFNYDD YNC YN UNIG |
| CYDNABOD |



# APPLICATION FORM / FFURFLEN GAIS

STRICTLY CONFIDENTIAL/ GWBL GYFRINACHOL

The NWWT is committed to an Equal Opportunities Policy, covering all areas of employment.

Mae YNGC yn gyflogwr cyfle cyfartal, yn cynnwys bob ardal o gyflogaeth

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| Name?  Enw? |  |

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| Post applied for?  Y swydd yr ydych yn ceisio Amdani? |  |

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| How did you learn of this vacancy?  Sut glywsoch am y swydd? |  |

1.May we, with discretion, phone you at work?

Fedrwn ni, gyda disgresiwn, eich ffonio yng ngwaith? Yes/Iawn  No/Na

2.Do you require a work permit?/

A oes angen caniatâd gweithio arnoch? Yes/Oes  No/Nac oes

3.If yes, do you hold a current permit?/

Os oes angen, a oes gennych ganiatâd ar hyn o bryd? Yes/Oes  No/Nac oes

4.Do you hold a full driving licence?/

Oes gennych drwydded yrru ddilys? Yes/Oes  No/Nac oes

5.If yes, do you have any current endorsements?/

Os oes, a oes gennych unrhyw ardystiadau ar hyn o bryd ? Yes/Oes  No/Nac oes

If yes to question 5, please give details below/Os ateboch oes i gwestiwn 5, yna rhowch y manylion isod

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#### Length of notice required/ Rhybudd y mae’n rhaid ei roi (If applicable/ os yn berthnasol)

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#### **Why are you interested in applying for this post?**

#### **Eich rhesymau dros geisio am y swydd yma?**

#### Continue on a separate sheet if necessary/Parhewch ar ddalen ar wahân os oes angen

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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.

#### Continue on a separate sheet if necessary/Parhewch ar ddalen ar wahân os oes angen

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**Welsh language skills / Sgiliau iaith Gymraeg**

Please self-assess your skills and highlight the appropriate number in each of the four tables below. / Byddwch gystal i hunan-asesu eich sgiliau ac amlygwch rhifyn perthnasol yn y pedwar tabl islaw.

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| **1. Listening / Gwrando** | |  |
|  | No skills. | Dim sgiliau. |
|  | Able to understand basic enquiries in Welsh (‘Ble mae...?’; ‘Ga i siarad â...?’). | Yn gallu deall ymholiadau sylfaenol yn Gymraeg (‘Ble mae...?’; ‘Ga i siarad â...?’) |
|  | Able to understand a basic social conversation in Welsh. | Yn gallu deall sgwrs gymdeithasol sylfaenol yn Gymraeg. |
|  | Able to follow routine conversations involving work between fluent Welsh speakers. | Yn gallu dilyn sgyrsiau arferol sy’n ymwneud â’r gwaith rhwng siaradwyr Cymraeg rhugl. |
|  | Able to follow the majority of conversations involving work including group discussions. | Yn gallu dilyn y rhan fwyaf o sgyrsiau sy’n ymwneud â’r gwaith gan gynnwys trafodaethau grŵp. |
|  | Able to understand all conversations involving work. | Yn gallu deall pob sgwrs sy’n ymwneud â’r gwaith. |

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| **2. Reading / Darllen** | |  |
|  | No skills. | Dim sgiliau. |
|  | Able to read basic words and phrases e.g. signs or short and simple notes. | Yn gallu darllen geiriau ac ymadroddion sylfaenol e.e. arwyddion neu nodiadau byr a syml. |
|  | Able to read basic material involving work (slowly). | Yn gallu darllen deunydd syml sy’n ymwneud â’r gwaith (yn araf). |
|  | Able to read routine material with a dictionary. | Yn gallu darllen deunydd arferol gyda geiriadur. |
|  | Able to read the majority of material in own area. | Yn gallu darllen y rhan fwyaf o’r deunydd yn eich maes eich hun. |
|  | Able to understand all material involving work. | Yn gallu deall yr holl ddeunydd sy’n ymwneud â’r gwaith. |

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| **3. Speaking / Siarad** | |  |
|  | No skills. | Dim sgiliau. |
|  | Able to conduct a general conversation (greetings, names, sayings and place names). | Yn gallu sgwrsio’n gyffredinol (cyfarchion, enwau, dywediadau, ac enwau lleoedd). |
|  | Able to answer simple enquiries involving work. | Yn gallu ateb ymholiadau syml sy’n ymwneud â’r gwaith. |
|  | Able to converse with someone else, with some hesitancy, regarding routine work issues. | Yn gallu cynnal sgwrs â rhywun arall, gyda pheth petruster, am faterion gwaith arferol. |
|  | Able to speak the language in the majority of situations using some English words. | Yn gallu siarad yr iaith yn y rhan fwyaf o sefyllfaoedd gyda rhai geiriau Saesneg. |
|  | Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary. | Rhugl – yn gallu cynnal sgwrs ac ateb cwestiynau, am gyfnod estynedig pan fo angen. |

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| **4. Writing / Ysgrifennu** | |  |
|  | No skills. | Dim sgiliau. |
|  | Able to write basic messages – ‘Diolch am y llythyr. Dyma gopi o’r map.’ | Yn gallu ysgrifennu negeseuon sylfaenol –‘Diolch am y llythyr. Dyma gopi o’r map.’ |
|  | Able to answer simple correspondence with assistance. | Yn gallu ateb gohebiaeth syml gyda chymorth. |
|  | Able to draft routine text, with editing assistance. | Yn gallu drafftio testun arferol, gyda chymorth golygyddol. |
|  | Able to prepare the majority of written material related to the area of work, with some assistance in terms of revision. | Yn gallu paratoi’r rhan fwyaf o’r deunydd ysgrifenedig sy’n gysylltiedig â’r maes, gyda pheth cymorth gwirio. |
|  | Skilled – able to complete complex written work without the need for revision. | Medrus – ym medru cwblhau gwaith ysgrifennu cymhleth heb yr angen i wirio. |

**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

1.

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| --- | --- |
| Name? / Enw? |  |
| Email &Telephone/ E-bost a rhif ffôn |  |
| Knowledge of/relationship to candidate/ Ymwybyddiaeth/perthynas i’r ymgeisydd |  |

2.

|  |  |
| --- | --- |
| Name? / Enw? |  |
| Email &Telephone/ E-bost a rhif ffôn |  |
| Knowledge of/relationship to candidate/ Ymwybyddiaeth/perthynas i’r ymgeisydd |  |

**Declaration/Datganiad**

1. 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.
2. 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).
3. I agree that the organisation reserves the right to require me to be CRB data checked prior to employment offer being confirmed.
4. 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.
5. 2 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).
6. 3 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