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**Castell Brychan, ABERYSTWYTH, Ceredigion SY23 2JB** T 01970 624151 F 01970 625385

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Cais ar gyfer swydd/*Application for post of* …………………………………....................……………………..

**MANYLION PERSONOL / *PERSONAL DETAILS***

Prif lythyren eich enw/au cyntaf ………………. Cyfenw …………………………………………………................

# Initial/s Surname

Cyfeiriad ……………………………………………………………………………………………………………........

# Address

...........................................................................................................................................................

………………………………………………… Cod Post / *Post Code* …………………………………….

Rhif ffôn: Cartref …………………………….…………… Symudol …..……….……………………………………...

# Tel. No: Home Mobile

Cyfeiriad e-bost / *e-mail address* ..........................................................................................................................

Trwydded yrru ddilys / *Valid driving licence:* Oes / *Yes* Nac oes / *No*

Sut y cawsoch chi wybod am y swydd hon? / *How did you learn about this vacancy?* …………………………….

……………............................................................................................................................................................

CYMWYSTERAU ADDYSGOL / *EDUCATIONAL QUALIFICATIONS*

|  |  |
| --- | --- |
| Ysgol, Coleg, Prifysgol/  ***School, College, University*** | Cymwysterau*/Qualifications* |
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CYMWYSTERAU ERAILL / *OTHER QUALIFICATIONS*

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**AELODAETH O GYRFF PROFFESIYNOL / *MEMBERSHIP OF PROFESSIONAL BODIES***

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**SGILIAU CYFRIFIADUROL / *COMPUTER SKILLS***

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**SWYDD BRESENNOL NEU’R SWYDD DDIWEDDARAF**

#### PRESENT OR MOST RECENT EMPLOYMENT

Swydd / *Post* …………………………………………………………………………………………………………

Cyflogwr / *Employer* ………………………………………………………………………………………………....

Dyddiadau O ……………………………….......... Hyd .............................................................

# Dates From To

Cyflog / *Salary* (gross) £ ............................. Graddfa gyflog / *Salary scale ....*.......................................

Disgrifiad byr o’r dyletswyddau .....................................................................................................................

*Brief description of duties*

......................................................................................................................

......................................................................................................................

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Rheswm dros adael / Reason for leaving ....................................................................................................

Pryd y byddech ar gael i ddechrau gweithio?

*When would you be available to start work? …………………………………………………………………….*

Hyd y rhybudd angenrheidiol i derfynu’r swydd bresennol ……………………………………………............

##### Period of notice required to terminate present employment

**SWYDDI BLAENOROL / *PREVIOUS POSTS***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cyflogwr/*Employer* | O/*From* | Hyd/  Until | Swydd/*Post* | Rheswm dros adael Reason for leaving |
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**EICH SGILIAU A’CH PROFIAD**

**YOUR SKILLS AND EXPERIENCE**

Defnyddiwch y cwestiynau isod i ymhelaethu ar eich sgiliau a’ch profiad, gan gofio am y meini prawf a amlinellir yn y disgrifiad swydd. Gallwch gyfeirio at eich profiad yn y byd gwaith proffesiynol, gyda gwaith gwirfoddol neu yn eich bywyd personol. Yn eich atebion, cyfeiriwch at beth yn union oedd y sefyllfa, y dasg, sut aethoch ati i weithredu a beth oedd y canlyniad. Nodwch unrhyw wersi a ddysgoch o’r profiad. (Gellwch barhau ar ddalen arall os dymunwch.)

Use the questions below to indicate your skills and experience, while keeping in mind the selection criteria outlined in the job description. You may refer to your professional experience, voluntary work or in your personal life. In your answers, refer exactly to the situation, the task, how you acted and what was the result. Note any lessons you learnt from the experience. (Continue on a separate sheet if necessary.)

1. Mae’r swydd hon yn un sy’n ymdrin â phobl / cwsmeriaid yn hyderus i arwain at werthu nwyddau neu wasanaethau. Beth sydd yn eich denu at y swydd hon gan ddisgrifio sut mae eich sgiliau a’ch profiad blaenorol yn berthnasol i’r swydd. / *This post deals with people / customers confidently leading to a sale of goods or services. What attracts you to this post? Describe how your skills and previous experience are relevant to the post*.

2. Beth ydych chi yn wybod am lyfrau plant ac adnoddau addysgiadol yng Nghymru, ac a ydych chi yn gweld heriau gwahanol yn y ddwy iaith? */ Describe what you know about children’s books and educational resources in Wales, and do you see different challenges in both languges?*

**EICH SGILIAU A’CH PROFIAD**

**YOUR SKILLS AND EXPERIENCE**

3. Amlinellwch beth ydych chi’n ei weld fel yr heriau sy’n wynebu adnoddau addysgiadol yn y blynyddoedd nesaf ac eglurwch sut y byddech yn mynd i’r afael â’r heriau hynny. *Outline what you see as the key challenges facing educational resources in the coming years and explain how you would address those challenges*.

**EICH SGILIAU A’CH PROFIAD**

**YOUR SKILLS AND EXPERIENCE**

4. Unrhyw sylwadau eraill ar eich addasrwydd ar gyfer y swydd. / *Any other comments on your suitability for the post*.

**SGILIAU IAITH – CYMRAEG** Ticiwch UN o’r canlynol:

***WELSH LANGUAGE SKILLS*** *Tick ONE of each of the following*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gwrando a siarad / *Listening and speaking* | Elfennol/  *Basic* | Canolig/  *Intermediate* | Hyderus/  *Confident* | Rhugl/  *Fluent* |
| Darllen a deall / *Reading and understanding* | Elfennol/  *Basic* | Canolig/  *Intermediate* | Hyderus/  *Confident* | Rhugl/  *Fluent* |
| Ysgrifennu / *Writing* | Elfennol/  *Basic* | Canolig/  *Intermediate* | Hyderus/  *Confident* | Rhugl/  *Fluent* |

**SGILIAU IAITH – SAESNEG** Ticiwch UN o’r canlynol:

***ENGLISH LANGUAGE SKILLS*** *Tick ONE of each of the following*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gwrando a siarad / *Listening and speaking* | Elfennol/  *Basic* | Canolig/  *Intermediate* | Hyderus/  *Confident* | Rhugl/  *Fluent* |
| Darllen a deall / *Reading and understanding* | Elfennol/  *Basic* | Canolig/  *Intermediate* | Hyderus/  *Confident* | Rhugl/  *Fluent* |
| Ysgrifennu / *Writing* | Elfennol/  *Basic* | Canolig/  *Intermediate* | Hyderus/  *Confident* | Rhugl/  *Fluent* |

Nodwch unrhyw ddiddordebau personol neu fusnes a all wrthdaro mewn unrhyw fodd â’ch cyfrifoldebau fel aelod o staff y Cyngor Llyfrau. State any personal or business interests which may conflict with your responsibilities as a member of staff of the Books Council of Wales.

**CANOLWYR / *REFEREES***

Enw a chyfeiriad dau ganolwr. Os ydych mewn swydd, dylai eich cyflogwr presennol fod yn un o’r canolwyr.

Name and address of two referees. If you are currently employed, your present employer should be one of the referees.

ENW / NAME: …………………………………………………………………………………………………………………………………………

CYFEIRIAID / ADDRESS: ………………………………………………………………..………………………………………………..............

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E-bost / E-mail: ………………………………………………………………………………………………………………………………............

Ffôn/Tel: …………………………………………………………………..

ENW / NAME: …………………………………………………………………………………………………………………………………………

CYFEIRIAID / ADDRESS: ………………………………………………………………..………………………………………………..............

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E-bost / E-mail: ………………………………………………………………………………………………………………………………............

Ffôn/Tel: …………………………………………………………………..

Tystiaf fod yr wybodaeth uchod yn gywir, a deallaf y gallai rhoi gwybodaeth anghywir fod yn sail dros

ddwyn fy nghytundeb cyflogaeth i ben, pe bawn i’n cael fy mhenodi i’r swydd.

I testify that the above information is correct, and understand that giving false information could lead

to termination of contract, should I be appointed to the post.

Arwyddwyd / *Signed* ...........................................................………………………………………………….

Dyddiad / *Date ....*………………………………………………………………………………………………….

**Dylid dychwelyd y ffurflen erbyn:**

**The application form should be returned by: ..……21 Rhagfyr 2021…….…………..…………………...**

**Y mae croeso i chi lenwi’r ffurflen yn Gymraeg neu yn Saesneg.**

**You are welcome to complete the form in either Welsh or English.**

Mae gofynion Deddf Gwarchod Data 1998 yn gofyn i gyflogwyr hysbysu ymgeiswyr y bydd eu manylion personol yn cael eu cadw ar ffeil. Ni fydd y Cyngor Llyfrau yn dosbarthu’r wybodaeth i unrhyw un ac eithrio’r rhai sydd â rhan allweddol yn y broses o benodi. Ar ôl gwneud penodiad bydd y dogfennau’n cael eu cadw’n ddiogel am 12 mis cyn eu dinistrio. Trwy arwyddo’r ffurflen gais a’i dychwelyd fel cais swyddogol am y swydd, bydd y Cyngor yn cymryd yn ganiataol eich bod yn cydsynio â hyn.

*The Data Protection Act 1998 requires employers to notify candidates that their personal details will be kept on file. The Books Council will restrict access to the information to those who have a key role in the appointment process. Following the appointment, all the documents will be stored securely for 12 months prior to their destruction. The Books Council will consider that your signature on the returned application form confirms your consent.*

**Fframwaith ar gyfer dynodi lefel ieithyddol ymgeiswyr am swydd / Framework to denote job applications’ language skill level**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Elfennol***  ***Basic*** | ***Canolig***  ***Intermediate*** | ***Hyderus***  ***Confident*** | ***Rhugl***  ***Fluent*** |
| ***Gwrando a Siarad*** | *Gallu dilyn cyfarwyddiadau a deall rhediad sgwrs syml yn Gymraeg a Saseneg ar faterion cyfarwydd ac ymateb i geisiadau syml am wybodaeth* | *Gallu cynnal sgwrs syml yng nghyd-destun pob dydd y swydd yn y Gymraeg a’r Saesneg gan ddefnyddio geirfa benodol sy'n codi'n rheolaidd er mwyn cyflwyno gwybodaeth ac i drafod achosion arbennig.*  *Os yw’n berthnasol*  *Gallu cyflwyno gwybodaeth syml sydd wedi'i baratoi o flaen llaw ac ymateb i gwestiynau yn Gymraeg a Saesneg* | *Gallu dilyn sgwrs neu drafodaeth ar lefel broffesiynol yn Gymraeg a Saaesneg a thrafod pynciau cyffredinol bob dydd yn y maes er mwyn cyflwyno gwybodaeth a mynegi barn.*  *Os yw’n berthnasol*  *Gallu darparu cyflwyniad wedi'i baratoi o flaen llaw ac ymateb i unrhyw sylwadau a chwestiynau arno yn Gymraeg a Saesneg.* | *Gallu cyflwyno pob agwedd o'r swydd ar lafar yn hyderus drwy gyfrwng y Gymraeg a'r Saesneg gystal â'i gilydd.* |
| ***Listening and Speaking*** | *Able to follow instructions and understand a simple conversation in both English and Welsh on familiar matters and respond to simple requests for information* | *Able to conduct a simple conversation in the daily context of the job in both English and Welsh by using specific words and language which occur regularly in order to convey information and discuss specific issues*  *If relevant*  *Able to make a simple presentation which has been prepared and respond to questions.*  *In both English and Welsh* | *Able to follow a conversation or on a professional level discussion in both English and Welsh and discuss general work topics in order to convey information or provide an opinion*  *If relevant*  *Able to make a presentation which has been pre prepared and answer any questions which arise in both English and Welsh* | *Able to deal with all aspects of the job verbally in a confident manner in both English and Welsh* |
| ***Darllen a Deall*** | *Gallu darllen a deall llythyrau, negeseuon, taflenni, arwyddion ac erthyglau syml ar faterion cyfarwydd bob dydd er mwyn eu trosglwyddo i berson arall yn Gymraeg a’r Saesneg.* | *Darllen a deall memoranda syml a thaflenni gwybodaeth sy'n ymwneud â'r swydd, a deall adroddiadau ar bwnc cyfarwydd mewn Cymraeg clir* | *Gallu cael gwybodaeth o amrywiol ffynonellau megis llythyrau, adroddiadau, erthyglau er mwyn cyflawni'r swydd.* | *Gallu defnyddio a dehongli'n gywir unrhyw wybodaeth o amrywiol ffynonellau ar gyfer cyflawni holl agweddau'r swydd.* |
| ***Reading and Understanding*** | *Able to read and understand very simple letters, messages, leaflets, signs and articles in both English and Welsh on familiar day to day matters in order to transfer the information to another person* | *Read and understand simple memoranda and information*  *literature in both English and Welsh relevant to the post and understand reports on familiar subjects in Plain Welsh* | *Able to glean information from a variety of sources such as letters, reports, articles in both English and Welsh in order to fulfil the requirements of the post* | *Able to use and interpret correctly any information in both English and Welsh from a wide variety of sources in order to deal with all aspects of the post* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Ysgrifennu*** | *Gallu llenwi ffurflen safonol a llunio llythyr neu femo byr drwy ddefnyddio cyfres o frawddegau allweddol i gyfleu gwybodaeth syml yn Gymraeg a’r Saesneg.* | *Gallu ysgrifennu llythyrau, memoranda ac adroddiadau byr gan ddefnyddio geirfa ac ymadroddion syml sy'n gyfarwydd i'r maes gwaith.* | *Cyflwyno gwybodaeth ysgrifenedig gyda hyder ar ffurf llythyr, adroddiad mwy manwl a thechnegol ac ymateb i geisiadau ysgrifenedig gan gyfleu gwybodaeth, syniadau a barn (Mae'n bosib cael cymorth i wirio'r iaith)* | *Gallu cyflwyno gwybodaeth yn ysgrifenedig mewn modd gwbl hyderus gan ddefnyddio'r dull a'r iaith fwyaf priodol ar gyfer y pwnc a'r gynulleidfa* |
| ***Writing*** | *Able to complete a standard form and write a short memo or letter in both English and Welsh by using a set number of familiar phrases in order to convey a simple message* | *Able to write letters, memos, and short reports in both English and Welsh by using simple sentences and phrases familiar to the individual’s work* | *Present written information confidently in the form of a letter, more technical report and respond to written requests by conveying information, opinion and ideas in both English and Welsh (Help available to check written work)* | *Able to present written information in both English and Welsh with complete confidence using the most appropriate language and style to meet the needs of the reader* |