# A black background with a black square**Ffurflen Gais**

**At ddefnydd swyddfa yn unig** For office use only

**Rhif cais** Ref. number.

Application Form

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| **MANYLION Y SWYDD** POST DETAILS |
| **Cais am swydd** Application for post of: |
| **Cyflog** Salary: |
| **Dyddiad cau** Closing date: |
| **Hysbysebwyd yn** Advertised in: |

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| **MANYLION PERSONOL** PERSONAL DETAILS |
| **Cyfenw** Surname: |
| **Llythrennau cyntaf** Initials: |
| **Cyfeiriad** Address: |
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| **Cod post** Postcode: |
| **Rhif ffôn yn ystod y dydd** Daytime telephone number: |
| **Rhif ffôn symudol** Mobile phone number: |
| **Cyfeiriad ebost** Email address: |

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| **ADDYSG A HYFFORDDIANT** EDUCATION AND TRAINING |
| **Gan ddechrau gyda’r mwyaf diweddar rhowch fanylion eich addysg gan gynnwys cyrsiau hyfforddi perthnasol. Byddwn yn gofyn am dystiolaeth lle mae swydd yn gofyn am gymhwyster neu aelodaeth broffesiynol benodol.** Starting with the most recent give details of your education including relevant training courses. Evidence will be requested where a post requires a specific qualification or professional membership. |
| **Enw’r Ysgol, Brifysgol, Coleg neu Athrofa**  Name of School, University, College or Institute |
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| **Pynciau a astudiwyd a chymwysterau a enillwyd (nodwch safon y llwyddiant a gwobrau arbennig).** Subjects studied and qualifications gained (note the standard attained and any special awards). |
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| **Cyrsiau perthnasol a gyrfaol** Relevant and career courses |
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| **Aelodaeth o Gyrff Proffesiynol** Membership of Professional Bodies |
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| **SWYDD BRESENNOL** PRESENT EMPLOYMENT |
| **Cwmni neu sefydliad** Company or establishment: |
| **Teitl y swydd a’r math o waith** Title of post and type of work: |
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| **Dyddiadau cyflogaeth** Employment dates: **O** From: **I** To: |
| **Cyflog** Salary: |
| **Rheswm dros adael** Reason for leaving: |

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| **SWYDDI BLAENOROL** PREVIOUS EMPLOYMENT |
| **Cwmni neu sefydliad** Company or establishment: |
| **Teitl y swydd a’r math o waith** Title of post and type of work: |
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| **Dyddiadau cyflogaeth** Employment dates: **O** From: **I** To: |
| **Cyflog** Salary: |
| **Rheswm dros adael** Reason for leaving: |

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| **Cwmni neu sefydliad** Company or establishment: |
| **Teitl y swydd a’r math o waith** Title of post and type of work: |
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| **Dyddiadau cyflogaeth** Employment dates: **O** From: **I** To: |
| **Cyflog** Salary: |
| **Rheswm dros adael** Reason for leaving: |

**Parhewch ar ddalen ar wahân os oes angen** Please continue on a separate sheet if necessary

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| **CANOLWYR** REFEREES |
| **Rhowch fanylion unigolion all roi sylwadau am eich addasrwydd i’r Swydd. Dylech gynnwys eich cyflogwr presennol neu ddiwethaf.**  Please give details of individuals in a position to comment on your suitability for the post. You should include your current or last employer. |
| **Teitl ac enw** Title and name: **Teitl ac enw** Title and name: |
| **Swydd** Position: **Swydd** Position: |
| **Cwmni** Company: **Cwmni** Company: |
| **Cyfeiriad** Address: **Cyfeiriad** Address: |
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| **Cod post** Postcode: **Cod post** Postcode: |
| **Rhif ffôn** Telephone number: **Rhif ffôn** Telephone number: |
| **Ebost** Email: **Ebost** Email: |
| **Ym mha iaith dylid cysylltu â’r uchod?** **Ym mha iaith dylid cysylltu â’r uchod?**  Which language should we use when contacting Which language should we use when contacting  them? them? |

**Byddwn bob amser yn gofyn eich caniatâd cyn cysylltu â’ch cyflogwr presennol**

We will always seek your permission before contacting your current employer

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| **GWYBODAETH YCHWANEGOL** ADDITIONAL INFORMATION |
| **Defnyddiwch yr adran hon i ddisgrifio a rhoi enghreifftiau o sut rydych yn ateb gofynion y fanyleb person. Nodwch eich medrau a’r profiad a enillwyd gennych y credwch eu bod yn berthnasol i’r swydd rydych yn ceisio amdani, ac sydd yn eich barn chi yn eich gwneud yn addas ar gyfer y swydd. Parhewch ar ddalen ar wahân os oes angen. Noder, ni fydd CV yn cael eu derbyn.**  Please use this section to describe and give examples of how you meet the requirements set out in person specification. Outline the skills and experience you have gained which you think are relevant to the job for which you are applying, and which you believe makes you suitable for the post. Continue on a separate sheet if necessary. Please note that CVs will not be accepted. |
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| **DEDDF ADSEFYDLU TROSEDDWYR 1974** REHABILITATION OF OFFENDERS ACT 1974 |
| **A oes gennych unrhyw euogfarnau troseddol nad ystyrir eu bod wedi’u disbyddu (h.y. heb eu disbyddu) o dan Ddeddf Adsefydlu Troseddwyr 1974?**  **Oes   Nac oes **  Do you have any criminal convictions not regarded as spent (i.e. unspent) under the Rehabilitation of Offenders Act 1974?  Yes   No   **Os OES, disgrifiwch y drosedd (troseddau) a dyddiad(au) yr euogfarn**  If YES, please describe the offence(s) and date(s) of conviction |

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| **DIOGELU DATA** DATA PROTECTION |
| **Prosesir a chedwir eich data personol yn unol â gofynion Deddf Diogelu Data 2018.**  Your personal data is processed and stored in accordance with the requirements of the Data Protection Act 2018.  **Cyfeiriwch at ein Polisi prefiatrwydd i gael rhagor o wybodaeth am sut rydym yn prosesu’r data personol a ddarperwch ar y ffurflen hon –** [**http://www.s4c.cymru/cy/y-wefan-hon/page/16717/polisi-preifatrwydd/**](http://www.s4c.cymru/cy/y-wefan-hon/page/16717/polisi-preifatrwydd/)  **neu cysylltwch â ni i ofyn am gopi caled.**  Please refer to our Privacy policy for more information on how we process the personal data you have provided on this form – <http://www.s4c.cymru/en/about-this-site/page/16717/privacy-policy/> or contact us to request a hard copy. |

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| **CYFWELIAD** INTERVIEW |
| **Os byddwch yn derbyn gwahoddiad i gyfweliad, a bod y fanyleb person yn nodi bod y gallu i gyfathrebu trwy gyfrwng y Gymraeg yn hanfodol, caiff eich cyfweliad (ac unrhyw asesiad) ei gynnal yn Gymraeg.**  **Os yw’r fanyleb person yn nodi nad yw’r gallu i gyfathrebu trwy gyfrwng y Gymraeg yn hanfodol, nodwch isod eich dewis iaith ar gyfer eich cyfweliad/asesiad. Noder: byddwn yn darparu gwasanaeth cyfieithu o’r Gymraeg i’r Saesneg yn y cyfweliad/asesiad os oes angen.**  If you are selected for interview, and the person specification indicates that the ability to correspond through the medium of Welsh **is** essential, your interview (and any assessment) will be conducted in Welsh.  If the person specification indicates that the ability to correspond through the medium of Welsh is **not** essential, please indicate below your preferred language for interview/assessment. Note: we will provide translation services from Welsh to English in the interview/assessment if required.  **Cymraeg**  **Saesneg**  Welsh English |

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| **DATGANIAD YR YMGEISYDD** APPLICANT DECLARATION |
| **Mae’r sylwadau uchod yn hollol gywir. Deallaf fod datgan yn gamarweiniol neu hepgor gwybodaeth yn fwriadol yn gallu cyfiawnhau dileu unrhyw gytundeb sy’n deillio o’r cais hwn.**  The above information is totally correct. I understand that misleading or deliberate omission may be sufficient grounds for cancelling any agreement arising from this application.  **Llofnod** Signature: **Dyddiad** Date: |

**Canolfan S4C Yr Egin** Heol Coleg **Caerfyrddin** Carmarthen **Cymru** Wales **SA31 3EQ**

**Ffôn** Phone **03305 880 402 Ebost** Email **Pobl@s4c.cymru** **Gwefan** Website **s4c.cymru**

**Awdurdod S4C** The Welsh Fourth Channel Authority