# ***Ffurflen Cais***

# **Application Form**

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| ***Swydd yr ymgeisiwyd amdani:***  **Post applied for:** |  |
| ***Ble welsoch chi’r hysbyseb am y swydd hon?***  **Where did you see this post advertised?** |  |

| ***MANYLION YR YMGEISYDD***  **APPLICANT DETAILS** | | | | | | | | |
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| *Teitl*  Title | |  | | *Cyfenw (neu enw’r teulu)*  Surname (or family name) | | |  | |
| *Enw(au) cyntaf*  First name(s) | |  | | | | | | |
| *Enw(au) arall y’ch gelwir chi*  Other name(s) by which you have been known | | | | |  | | | |
| *Dyddiad Geni*  Date of Birth | | | | |  | | | |
| *Cyfeiriad*  Address | | |  | | | | | |
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|  | | | *Cod Post*  Postcode | |  |
| *Cyswllt* Contact | *Ffôn*  Telephone | |  | | | *Rhif cyswllt gorau*  Preferred contact | |  |
| *Ffôn Symudol*  Mobile | |  | | |  |
| *E-bost*  E-mail | |  | | | | | |
| *Rhif Yswiriant Gwladol*  National Insurance Number | | |  | | | | | |

| ***DATGANIAD ATEGOL (750 o eiriau ar y mwyaf)***  SUPPORTING STATEMENT (maximum 750 words) | |
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| *Disgrifiwch sut rydych chi’n bodloni pob un o’r meini prawf a amlinellir ym manyleb yr unigolyn yn y Pecyn Gwybodaeth.*  Describe how you meet each of the criteria set out in the person specification in the Information Pack. | |
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| *Nifer y geiriau* / Word count |  |

| *EICH BYWGRAFFIAD*  YOUR BIO |
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| *Rhowch fywgraffiad proffesiynol byr yn dangos eich cefndir ac ystod y profiadau rydych chi’n meddu arnynt*  Provide a short professional bio demonstrating your background and the range of experiences you possess |
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| *Cofrestr o Fuddiant yr Aelod: Bwrdd Strategaeth a Phwyllgor Archwilio*  Register of Member’s interest: Strategy Board and Audit Committee |
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*Ein polisi yw cynnal Cofrestr Buddiannau ar gyfer pawb sy’n gweithio gyda ni. Diben y Gofrestr yw sicrhau nad oes gan aelodau ein Bwrdd unrhyw fuddiannau personol na busnes neu swyddi o awdurdod a allai ddylanwadu, neu y gellir amgyffred eu bod yn dylanwadu, ar eu barn wrth gyflawni eu dyletswyddau os cânt eu penodi. Bydd y gofrestr yn rhestru’r holl* ***fuddiannau uniongyrchol*** *neu* ***anuniongyrchol*** *sy’n ymwneud yn agos â’n gweithgareddau, a gweithgareddau Aelodau’r Bwrdd a’r Pwyllgor Archwilio, aelodau o’u teulu agos, pobl sy’n byw ar yr un aelwyd â’r Aelod o’r Bwrdd neu’r Pwyllgor Archwilio, neu bobl neu sefydliadau eraill y mae’n rhesymol i aelodau’r cyhoedd feddwl y gallent ddylanwadu ar eu barn.*

*Llenwch bob adran, gan ddatgan p’un a oes gennych chi (neu unrhyw un sy’n gysylltiedig â chi, fel y’i diffinnir uchod) unrhyw fuddiannau i’w datgan.*

It’s our policy to maintain a Register of Interests for all who work with us. The purpose of the Register is to ensure our Board members don’t have any personal or business interests or positions of authority which may or may be perceived to influence their judgements in performing their duties if appointed. The register will list all direct or indirect interests which relate closely to our activities, and those of Board and Audit Committee Members, their close family members, persons living in the same household as the Board and Audit Committee Member, or other persons or organisations which members of the public might reasonably think could influence their judgement.

Please complete all sections, indicating whether you (or anyone associated with you as defined above) have any interests to declare.

| ***Buddiant/*Interest** | ***Rhowch fanylion am y buddiant a phwy sydd â’r buddiant***  **Provide details of the interest and who has the interest** |
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| 1. *Swyddi cyfarwyddwr, gan gynnwys swyddi cyfarwyddwr anweithredol a ddelir mewn cwmnïau preifat neu gwmnïau cyfyngedig cyhoeddus (ac eithrio’r rheiny mewn cwmnïau segur)*   Directorships, including non-executive directorships held in private companies or PLCs (with the exception of those of dormant companies). |  |
| 1. *Perchenogaeth, neu ranberchenogaeth ar gwmnïau, busnesau neu ymgynghoriaethau preifat sy’n debygol o gyflawni busnes gydag Estyn, neu sydd efallai’n ceisio gwneud.*   Ownership or part-ownership of private companies, businesses or consultancies likely or possibly seeking to do business with Estyn. |  |
| 1. *Dal mwyafrif cyfranddaliadau neu gyfran reolaethol mewn sefydliadau sy’n debygol o gyflawni busnes gydag Estyn, neu sydd efallai’n ceisio gwneud.*   Majority or controlling shareholdings in organisations likely or possibly seeking to do business with Estyn. |  |
| 1. *Perthynas sefydliadol neu berthynas waith â buddiolwyr posibl Estyn.*   Organisational or employment relationships with potential beneficiaries of Estyn. |  |
| 1. *Cysylltiadau â darparwyr addysg a hyfforddiant (sydd heb eu cynnwys yn (d) uchod).*   Connections with education and training providers (not included at (d) above). |  |
| 1. *Swydd ag awdurdod mewn elusen neu gorff gwirfoddol ym maes addysg a hyfforddiant.*   A position of authority in a charity or voluntary body in the field of education and training. |  |
| 1. *Unrhyw fuddiannau addysg a hyfforddiant sydd heb eu cynnwys uchod.*   Any educational and training interests not mentioned above. |  |
| 1. *Unrhyw gysylltiadau â chorff gwirfoddol neu gorff arall sy’n contractio ar gyfer gwasanaethau gydag Estyn.*   Any connections with a voluntary or other body contracting for services with Estyn. |  |
| 1. *Unrhyw fater arall y gallai aelod o’r cyhoedd amgyffred ei fod yn arwain at wrthdaro buddiannau, yn eich barn chi.*   Any other matter which you believe might be perceived by a member of the public as leading to a conflict of interest. |  |

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| ***DS Ni fydd yr adran hon yn cael ei gweld gan y panel dewis***  NB This section will not be seen by the selection panel |

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| ***GEIRDAON /*** REFERENCES | | | |
| ***Geirda Cyflogwr***  **Employment Reference** | | ***Geirda Personol***  **Personal Reference** | |
| *Enw*  Name |  | *Enw*  Name |  |
| *Teitl y swydd*  Job title |  | *Teitl y swydd*  Job title |  |
| *Cwmni*  Company |  | *Cwmni*  Company |  |
| *Cyfeiriad*  Address |  | *Cyfeiriad*  Address |  |
| *Ffôn*  Telephone |  | *Ffôn*  Telephone |  |
| *Ebost*  Email |  | *Ebost*  Email |  |

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| ***PRYD Y BYDDWCH AR GAEL*** / AVAILABILITY |
| *Mae dyddiadau’r cyfweliadau wedi’u hamlinellu yn y Pecyn Gwybodaeth. Os na fyddwch ar gael ar gyfer un neu fwy o’r dyddiadau hynny, rhowch wybod i ni ac fe geisiwn ddod o hyd i ddyddiad arall, lle bo hynny’n bosibl. Os na allwch fod yn bresennol ar gyfer asesiad neu gyfweliad, efallai na fyddwn yn gallu ystyried eich cais ymhellach.*  The dates for interviews are set out in the Information Pack. If you are unavailable for one or more of the stated dates, let us know and we’ll try to find an alternative date where possible. If you are not able to attend for assessment or interview we may not be able to consider your application further. |
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| ***GOFYNION ARBENNIG* / SPECIAL REQUIREMENTS** |
| ***Gofynion arbennig.*** *Rhowch wybod i ni am unrhyw ofynion arbennig nad ydym efallai wedi eu rhagweld i’ch galluogi i wneud cais a chymryd rhan yn y broses ddewis. Gallai hyn gynnwys mynediad, offer neu ofynion cymorth ymarferol eraill.*  **Special requirements.** Please let us know of any special requirements that we may not have anticipated to enable you to make an application and participate in the selection process. This may include access, equipment or other practical support requirements |
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| ***IAITH A FFEFRIR AR GYFER GOHEBU YN Y DYFODOL, GAN GYNNWYS CYFWELIAD* / PREFERRED LANGUAGE FOR FUTURE CORRESPONDENCE, INCLUDING INTERVIEW** | | | | | | |
| *Cymraeg*  Welsh |  | *Saesneg*  English | | |  | |
| ***CYFIEITHU’R CAIS* / TRANSLATION OF APPLICATION** | | | | | | |
| *A ydych yn fodlon i’ch cais gael ei gyfieithu, pe bai angen?*  Are you willing for your application to be translated, if required? | | | *Ydw*  Yes |  | *Nac ydw*  No |  |
| *Os gofynnwch am gyfweliad trwy gyfrwng y Gymraeg, efallai y byddwn yn defnyddio cyfieithydd i gyfieithu’ch ymatebion i aelodau’r bwrdd dethol lle nad yw’r Gymraeg yn iaith gyntaf iddynt.*  If you request a Welsh interview, we may use a simultaneous translator to translate your responses for selection board members where Welsh is not their first language. | | | | | | |

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| ***MONITRO AMRYWIAETH* / DIVERSITY MONITORING**  *Bydd y wybodaeth a ddarparwch yn yr adran hon yn cael ei defnyddio at ddibenion monitro amrywiaeth*  The information you provide in this section will be used for diversity monitoring purposes | |
| *Ydych chi’n cydsynio i’r wybodaeth hon gael ei phrosesu i fonitro effeithiolrwydd ein gweithgareddau recriwtio a dewis?*  Do you consent to this information being processed to monitor the effectiveness of our recruitment and selection activities? | Ydw / Yes  Nac Ydw / No |
| *Os byddwch yn llwyddiannus, a ydych chi’n cydsynio i’r wybodaeth hon gael ei phrosesu er mwyn creu cofnod personél?*  *(Gallwch dynnu’ch cydsyniad yn ôl ar unrhyw adeg trwy roi hysbysiad ysgrifenedig i Estyn)*  If successful do you consent to this information being processed to create a personnel record?  (Consent can be removed at any time by giving Estyn written notice) | Ydw / Yes  Nac Ydw / No |

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| **RHYW / GENDER** | | |
| *Sut ydych chi’n adnabod eich hun?:*  How do you identify yourself?: |  | *Dyn* / Man |
|  | *Menyw* / Woman |
|  | *Arall* / Other  *Os oes yn well gennych ddefnyddio’ch term eich hun, nodwch yma /* If you prefer to use your own term, please specfiy here: \_\_\_\_\_\_\_\_\_\_\_ |
|  | *Mae’n well gen i beidio â dweud* / Prefer not to say |
| *A yw eich hunaniaeth o ran rhywedd yr un fath â’r rhywedd y cawsoch eich geni ag ef?:*  Is your gender identity the same as the gender you were born with?: |  | *Ydy* / Yes |
|  | *Nac ydy* / No |
|  | *Mae’n well gen i beidio â dweud* / Prefer not to say |

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| **ANABLEDD / DISABILITY** | | | | | |
| **A ydych yn ystyried bod gennych chi anabledd neu gyflwr iechyd hirdymor?\***  **Do you consider yourself to have a disability or a long-term health condition?\*** | | | | | |
|  | *Ydw* / Yes | | | | |
|  | *Nac ydw* / No | | | | |
|  | *Mae’n well gen i beidio â dweud* / Prefer not to say | | | | |
| *\* Mae gan rywun anabledd os oes ganddo nam ar y corff neu’r meddwl, sy’n cael effaith andwyol sylweddol a hirdymor ar ei allu i ymgymryd â gweithgareddau arferol o ddydd i ddydd.*  \* A person has a disability if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out normal day-to-day activities. | | | | | |
| **GWYBODAETH YCHWANEGOL I BOBL ANABL/ ADDITIONAL INFORMATION FOR DISABLED PEOPLE** | | | | | |
| ***Cynllun Hyderus o ran Anabledd***  **Disability Confident Scheme** | | | | | |
| *A ydych yn gwneud cais o dan y Cynllun Hyderus o ran Anabledd?*  Are you applying under the Disability Confident Scheme? | | *Ydw*  Yes |  | *Nac ydw*  No |  |

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| **ETHNIGRWYDD / ETHNICITY** | | | |
|  | *Asiaidd neu Asiaidd Prydeinig - Bangladeshaidd*  Asian or Asian British - Bangladeshi |  | *Cymysg Gwyn ac Asiaidd*  Mixed White and Asian |
|  | *Asiaidd neu Asiaidd Prydeinig – Indiaidd*  Asian or Asian British - Indian |  | *Cymysg Gwyn a Du Affricanaidd*  Mixed White and Black African |
|  | *Asiaidd neu Asiaidd Prydeinig - Pacistanaidd*  Asian or Asian British – Pakistani |  | *Cymysg Gwyn a Du Caribïaidd*  Mixed White and Black Caribbean |
|  | *Asiaidd neu Asiaidd Prydeinig - Tsieineaidd*  Asian or Asian British – Chinese |  | *Unrhyw Gefndir Cymysg Arall*  Any Other Mixed background |
|  | *Unrhyw Gefndiroedd Asiaidd Eraill*  Any Other Asian backgrounds |  | *Gwyn*  White |
|  | *Croenddu neu Groenddu Prydeinig - Affricanaidd*  Black or Black British - African |  | *Grŵp ethnig arall Arabaidd*  Other ethnic group Arab |
|  | *Croenddu neu Groenddu Prydeinig - Caribïaidd*  Black or Black British - Caribbean |  | *Grŵp ethnig arall (Nodwch):*  Other ethnic group (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | *Unrhyw Gefndiroedd Du Eraill*  Any Other Black backgrounds |  | *Mae’n well gen i beidio â dweud*  Prefer not to say |

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| **CREFYDD A CHRED / RELIGION AND BELIEF** | | | |
|  | *Bwdaidd* / Buddhist |  | *Sicaidd* / Sikh |
|  | *Cristnogo l* Christian |  | *Crefydd a chred arall* / Other religion or belief - *nodwch yma* / specfiy here\_\_\_\_\_\_\_ |
|  | *Hindŵaidd* / Hindu |
|  | *Iddewig* / Jewish |  | *Dim crefydd na chred* / No religion or belief |
|  | *Moslemaidd* / Muslim |  | *Mae’n well gen i beidio â dweud* / Prefer not to say |

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| **CYFEIRIADEDD RHYWIOL / SEXUAL ORIENTATION** | | | |
|  | *Deurywiol* / Bisexual |  | *Heterorywiol* / Heterosexual or straight |
|  | *Dyn hoyw* / Gay man |  | *Arall /* Other - *os oes yn well gennych ddefnyddio’ch term eich hun, nodwch yma* / if you prefer to use your own term, please specfiy here\_\_\_\_\_\_\_ |
|  | *Menyw hoyw, lesbiad* */*  Gay woman, lesbian |  | *Mae’n well gen i beidio â dweud* / Prefer not to say |

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| ***DATGANIAD / DECLARATION*** | | |
| * *Rwyf yn datgan bod y wybodaeth a roddais ar y ffurflen hon yn gywir ac yn gyflawn hyd eithaf fy ngwybodaeth a’m cred.* * *Rwyf yn deall, os canfyddir ar ôl hyn bod unrhyw ddatganiad yn ffug neu’n gamarweiniol, neu fy mod wedi celu gwybodaeth berthnasol, gellir gwrthod fy nghais neu dynnu cynnig yn ôl.* * *Rwyf yn deall pe bawn yn cael fy mhenodi gan Estyn a bod unrhyw wybodaeth anghywir neu wybodaeth a hepgorwyd yn ymwneud â’r cais hwn yn dod i’r amlwg, gellir terfynu fy mhenodiad.* * I declare that the information I have given on this form is true and complete to the best of my knowledge and belief. * I understand that, if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be rejected or an offer withdrawn. * I understand that if I am appointed by Estyn and any incorrect or omitted information relating to this application comes to light, my appointment may be terminated. | | |
| *Enw*/Name: |  | |
| *Llofnod\**/Signature\*: |  | *Llofnod\**/Signature\*: |
| *Dyddiad*/Date: | /  / | |
| ***Sylwer: Rhaid i chi lofnodi a dyddio’r ffurflen gais hon.***  *\* Os ydych yn cyflwyno’r ffurflen hon drwy’r e-bost, ticiwch y blwch a theipio’ch enw yma.*  **Note: You must sign and date this application form.**  \* If you are submitting this form by e-mail please tick the box and type in your name here. | | |
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| ***Pwysig: Deddf Diogelu Data a’r Rheoliad Diogelu Data Cyffredinol :*** *Bydd y wybodaeth yr ydych wedi’i rhoi ar y ffurflen hon yn cael ei phrosesu gan Estyn a’i asiantau a’i defnyddio yn unol ag egwyddorion Deddf Diogelu Data a’r Rheoliad Diogelu Data Cyffredinol. Bydd unrhyw ddata amdanoch chi’n cael ei gadw’n ddiogel, a dim ond y rhai a fydd ei angen mewn cysylltiad â’r cais a’r broses ddewis fydd yn cael ei weld. Gellir defnyddio data hefyd i fonitro effeithiolrwydd y broses recriwtio. Yn yr amgylchiadau hyn, ni fydd enw unrhyw un yn gysylltiedig ag unrhyw ddata. Os cewch eich penodi, bydd y wybodaeth hon yn cael ei phrosesu yn ystod eich cyflogaeth gydag Estyn. Os nad ydych yn llwyddiannus, bydd eich data personol yn ymwneud â’ch cais yn cael ei gadw am ddwy flwyddyn, ac yna’i ddinistrio.* Mae rhagor o wybodaeth i’w chael yn hysbysiad preifatrwydd Estyn [yma](http://www.estyn.llyw.cymru/dogfen/hysbysiad-preifatrwydd-ar-gyfer-ymgeiswyr-am-swydd) ac yn y canllaw recriwtio.  **Important: Data Protection Act and the General Data Protection Regulation :** The information you have given on this form will be processed by Estyn its agents and used in accordance with the principles of the Data Protection Act and the General Data Protection Regulation . Any data about you will be held in secure conditions, with access restricted to those who need it in connection with the application and selection process. Data may also be used for the purposes of monitoring the effectiveness of recruitment. In these circumstances all data will be kept anonymous. If you are appointed, this information will be processed during your employment with Estyn. If you are unsuccessful, your personal data relating to your application will be kept for two years and then destroyed. Further information can be found in Estyn’s privacy notice found [here](http://www.estyn.gov.wales/document/privacy-notice-job-applicants) and the recruitment guidance document. | | |

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| ***Cyflwyno’ch cais*** | **Submitting your application** |
| *Diolch i chi am lenwi’r ffurflen hon. Gallwch*  *e-bostio’ch ffurflen gyflawn i* [*recriwtio@estyn.llyw.cymru*](mailto:recriwtio@estyn.llyw.cymru) | Thank you for completing this form. You can email your completed form to [recruitment@estyn.gov.wales](mailto:recruitment@estyn.gov.wales) |