**Discovery Student Volunteering Swansea**

**Gwirfoddoli Myfyrwyr Discovery Abertawe**

**Application for Employment**

**Cais am Gyflogaeth**

Pages 1 and 2 will be separated for shortlisting purposes to ensure anonymity.

Caiff tudalennau 1 a 2 eu gwahanu at ddibenion llunio rhestr fer er mwyn sicrhau anhysbysrwydd.

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| Position applied for  Swydd y gwneir cais amdani | |  | |
| Closing date  Dyddiad cau | |  | |
| Name  New | |  | |
| Address  Cyfeiriad | |  | |
| Email address  Cyfeiriad e-bost | |  | |
| Phone number  Rhif ffôn | |  | |
| Please give the names and addresses of two referees, one of whom must be your current employer or most recent employer. The second referee can be anyone, including a previous employer. Any offer of employment made to you will be dependent on whether we receive satisfactory references from the people you nominate. **We will contact your referees only if we offer you the job and not before**  Rhowch enwau a chyfeiriadau dau ganolwr - rhaid i un ohonynt fod yn gyflogwr presennol i chi neu’ch cyflogwr diweddaraf. Gall yr ail ganolwr fod yn unrhyw un, gan gynnwys cyflogwr blaenorol. Bydd unrhyw gynnig o gyflogaeth a wneir i chi’n dibynnu ar dderbyn geirdaon boddhaol gan y bobl rydych chi’n eu henwebu. **Byddwn dim ond yn cysylltu â’ch canolwyr os byddwn yn cynnig y swydd i chi, a ddim cyn hynny** | | | |
|  | Referee 1 / Canolwr 1 | | Referee 2 / Canolwr 2 |
| Name  Enw |  | |  |
| Address  Cyfeiriad |  | |  |
| Position  Swydd |  | |  |
| Phone number  Rhif ffôn |  | |  |
| Email address  Cyfeiriad e-bost |  | |  |
| Relationship to you  Perthynas â chi |  | |  |

Discovery is an equal opportunities employer, we make our recruitment process open to as many people as possible. If you were to be invited for interview are there any adaptations we can make to ensure the process is fair and accessible to you?

Mae Discovery yn gyflogwr cyfleoedd cyfartal. Rydym yn gwneud ein proses recriwtio yn agored i gynifer o bobl â phosib. Pe bai chi’n cael eich gwahodd i gyfweliad, ac oes unrhyw addasiadau gallwn ni eu gwneud i sicrhau bod y broses yn deg ac yn hygyrch i chi?

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This post is subject to an Enhanced Disclosure and Barring Service Check. We work within the Rehabilitation of Offenders Act and will always consider the circumstances around an offence when deciding on an offer of employment.

Mae’r swydd hon yn destun Gwiriad y Gwasanaeth Datgeliad a Gwahardd Uwch. Rydym yn gweithio yn unol â’r Ddeddf Adsefydlu Troseddwyr a byddwn bob amser yn ystyried yr amgylchiadau o amgylch y drosedd wrth benderfynu cynnig cyflogaeth.

Do you require specific permission, authorisation or a work permit to work in the UK? **YES /NO**

Oes angen caniatâd neu awdurdod penodol, neu drwydded waith arnoch i weithio yn y DU? **OES/NAC OES**

**DECLARATION / DATGANIAD**

**I confirm that the information I have given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. I have read the relevant privacy statement, included in my application pack and give Discovery permission to keep this information about me as described in the privacy statement**

**Rwy’n cadarnhau bod yr wybodaeth a roddwyd gennyf yn y ffurflen hon yn gywir ac yn gyflawn, ac y gall datganiadau camarweiniol fod yn ddigonol i ganslo unrhyw gytundebau a wnaed. Rwyf wedi darllen y datganiad preifatrwydd perthnasol, sydd wedi’i gynnwys yn fy mhecyn cais, ac yn rhoi caniatâd i Discovery gadw’r wybodaeth hon amdanaf fel a ddisgrifiwyd yn y datganiad preifatrwydd.**

**Signed/Llofnod:**

**Date/Dyddiad:**

**Education and training**

Please detail your educational achievements and qualifications, vocational qualifications or other training including any you are currently undertaking. Start with the most recent and work backwards. Use extra sheets or expand the table if necessary

**Addysg a hyfforddi**

Rhowch fanylion am eich cyflawniadau a’ch cymwysterau, eich cymwysterau galwedigaethol neu hyfforddiant arall, gan gynnwys hyfforddiant rydych chi’n ei wneud ar hyn o bryd. Dechreuwch gyda’r rhai diweddaraf a mynd yn ôl. Defnyddiwch daflenni ychwanegol neu ehangu’r tabl os bydd angen

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| **Date**  **Dyddiad** | **School / college/ university / intuition / training provider**  **Ysgol / coleg / prifysgol / sefydliad /darparwr hyfforddi** | **Qualification type**  **Math o gymhwyster** | **Level or grade (if appropriate)**  **Lefel neu radd (os yn briodol)** |
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**Employment history / Hanes cyflogaeth**

Please include any volunteering, Start with the most recent and work backwards. Use extra sheets or expand the table if necessary

Dylech gynnwys unrhyw wirfoddoli. Dechreuwch gyda’r rhai diweddaraf a mynd yn ôl. Defnyddiwch daflenni ychwanegol neu ehangu’r tabl os bydd angen

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| --- | --- | --- | --- | --- |
| **Date to and from**  **Dyddiad dechrau a gorffen** | **Job title**  **Teitl swydd** | **Employer name and address**  **Enw a chyfeiriad cyflogwr** | **Brief description of duties**  **Disgrifiad cryno o ddyletswyddau** | **Reason for leaving**  **Rheswm am adael** |
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**If there are any gaps in you employment history please can you explain them in the box below**

**Os oes bylchau yn eich hanes cyflogaeth, gallwch eu hesbonio yn y blwch isod**

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**Please tell us why you are suitable for this job**

Pay particular attention to the person specification and tell us how you meet each of the criteria (listed below). Please use specific example of the skills, qualities, knowledge or experience that you have that show how you meet the criteria. We are interested in work you have done, study and related activities, volunteering as well as skills you have built up through your own interests and free time. We will short list against this and interview the candidates who demonstrate that they best meet the person specification.

Feel free to expand the table as much as necessary.

**Dywedwch wrthym ni pam eich bod chi’n addas ar gyfer y swydd hon**

Rhowch sylw penodol i’r fanyleb person a dywedwch wrthym ni sut rydych chi’n bodloni pob un o’r meini prawf (a restrir isod). Defnyddiwch enghreifftiau penodol o’r sgiliau, y nodweddion, yr wybodaeth neu’r profiad sydd gennych sy’n dangos eich bod chi’n bodloni’r meini prawf. Mae gennym ddiddordeb yn y gwaith, yr astudiaethau a’r gweithgareddau cysylltiedig, a’r gwirfoddoli rydych chi wedi’u gwneud yn ogystal sgiliau rydych chi wedi’u datblygu drwy eich diddordebau a’ch amser rhydd. Byddwn yn llunio rhestr fer yn seiliedig ar hyn ac yn cyfweld â’r ymgeiswyr sy’n dangos eu bod nhw’n bodloni’r fanyleb person orau. Mae croeso i chi ehangu’r tabl cymaint ag sydd angen.

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| **Essential / Hanfodol** |
| * Excellent interpersonal skills * Sgiliau rhyngbersonol rhagorol |
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| * Flexible, adaptable and proactive * Bod yn hyblyg, yn rhagweithiol a gallu addas |
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| * Warm, friendly and positive approach * Ymagwedd gyfeillgar, cynnes a chadarnhaol |
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| * Able to work with a wide range of people including children and young people, older people, adults with disabilities and additional needs. Able to build and maintain professional relationships with all stakeholders. * Gallu gweithio gydag amrywiaeth eang o bobl, gan gynnwys plant a phobl ifanc, pobl hŷn, oedolion ag anableddau ac anghenion ychwanegol. Gallu meithrin a chynnal perthnasoedd proffesiynol â’r holl randdeiliaid. |
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| * Able to motivate and support volunteers effectively, including working in an empowering way that enables students and other volunteers to take a lead * Gallu ysgogi a chefnogi gwirfoddolwyr yn effeithiol, gan gynnwys gweithio mewn ffordd sy’n grymuso ac sy’n galluogi myfyrwyr a gwirfoddolwyr eraill i gymryd yr awenau |
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| * Able to trouble shoot and spot issues before they become problems, responding appropriately * Gallu i ddatrys problemau a chanfod problemau cyn iddynt ddod i'r amlwg, gan ymateb yn briodol |
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| * Ideas and enthusiasm for one off volunteering opportunities * Syniadau a brwdfrydedd ar gyfer cyfleoedd gwirfoddoli un tro |
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| * High level of initiative and excellent team player * Lefel uchel o fenter a gallu gweithio’n dda mewn tîm |
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| * Comfortable presenting to groups * Yn gyffyrddus yn cyflwyno i grwpiau |
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| * Excellent at prioritising in a busy environment and able to manage own work load in a diverse role with many competing priorities * Gallu rhagorol i flaenoriaethu mewn amgylchedd prysur a gallu rheoli llwyth gwaith personol mewn rôl amrywiol gyda llawer o flaenoriaethau sy’n gwrthdaro |
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| * Excellent literacy and numeracy skills * Sgiliau llythrennedd a rhifedd rhagorol |
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| * Good IT Skills including Microsoft Excel and Word * Sgiliau TG da, gan gynnwys Microsoft Excel a Word |
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| * Basic understanding of health and safety requirements including risk assessments * Dealltwriaeth sylfaenol o ofynion iechyd a diogelwch, gan gynnwys asesiadau risg |
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| **Desirable / Dymunol** |
| * Project management skills * Sgiliau rheoli prosiect |
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| * Experience of working with volunteers * Profiad o weithio gyda gwirfoddolwyr |
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| * Experience of working with students and understanding of the issues affecting students * Profiad o weithio gyda myfyrwyr a dealltwriaeth o’r materion sy’n effeithiol ar fyfyrwyr |
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| * Experience of working with people with disabilities and additional needs * Profiad o weithio gyda phobl ag anableddau ac anghenion ychwanegol |
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| * Training skills * Sgiliau hyfforddi |
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| * Welsh language * Y Gymraeg |
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| * Driving licence * Trwydded yrru |
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