# URDD GOBAITH CYMRU

**FFURFLEN GAIS PRENTISIAETHAU**

**APRENTICESHIP APPLICATION FORM**

Cwblhewch drwy ei **DEIPIO** neu os nad yw hynny yn bosibl, gydag **INC DU** os gwelwch yn dda. Ceir copi o’r ffurflen electronig ar ein gwefan.

Complete this form DIGITALLY or if this is not possible, please use BLACK INK. A digital version of this form is available from our website.

(Dim ond ar gyfer y drefn penodi staff y defnyddir y wybodaeth a roddir ar y ffurflen gais hon, a bydd yn sail i gofnodion personél yr ymgeisydd llwyddiannus. Ar wahân i hynny, efallai y cedwir y wybodaeth am gyfnod ar ôl cwblhau'r broses benodi).

(This information is only used for staff recruitment but will also form the basis for the personnel record of the successful applicant. We may hold this information for a period after the completion of the recruitment process.)

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| --- | --- |
| Ar gyfer ba brentisiaeth ydych yn ymgeisio? For which apprenticeship are you applying? |  |
| A oes gennych chi ail ddewis?  Do you have a second choice? |  |

1. MANYLION PERSONOL – Personal details

|  |  |
| --- | --- |
| Cyfenw / Surname: | Enwau cyntaf / First names: |
| Yr enw hoffech gael eich adnabod / The name you’d like to be addressed by: | Rhif Yswiriant Gwladol / National Insurance Number: |
| Cyfeiriad / Address: | RHIFAU FFÔN / PHONE NUMBERS:  Symudol / Mobile:  Cyfeiriad e-bost / Email Address: |
| Trwydded yrru ddilys / Valid driving licence: OES (Yes) / NAC OES (No)  Perchennog neu mynediad at gar / Own or have access to a car: YDW/ NAC YDW  Neu nodwch unrhyw  drefniant arall / Other means of Transport: | Nodwch unrhyw drefniadau arbennig a fyddai eu hangen os cewch eich gwahodd i gael cyfweliad anffurfiol / ymarferol :  Note any special arrangement you may need if you were invited to an informal interview or practical interview? |
| Nodwch sut y daethoch i wybod am y brentisiaeth:  Please note how you heard of this opportunity: |
|  |

2. Pam Prentisiaeth? Why an apprenticeship?

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| --- |
| Pam bod gennych chi ddiddordeb gwneud prentisiaeth gydag Urdd Gobaith Cymru? / Why do you have an interest in undertaking an apprenticeship with Urdd Gobaith Cymru? |
|  |
| Beth sy’n gwneud i chi sefyll allan o’r dorf? (e.e. unrhyw ddoniau / sgiliau / nodweddion / agweddau arbennig)  What makes you stand out of the crowd? (Talents / skills / specialist skills.) |
|  |
| Pa brofiad sydd gennych a all fod yn ddefnyddiol os oeddech yn gwneud prentisiaeth gyda’r Urdd? (Fe allech sôn am unrhyw swyddi blaenorol, gwirfoddoli neu ddiddordebau eraill sydd gennych.)  What experience do you have that could be useful if you were to be an apprentice with the Urdd?  (You could write about previous employment, volunteering or interstress you may have.) |
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3. Cymwysterau cyfredol Qualifications

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| --- | --- | --- | --- |
| Enw’r Cymhwyster  Qualification | Sefydliad: (e.e ysgol neu coleg)  Institution (College / School) | Dyddiad a chwblhawyd:  Date achieved: | Gradd neu farc:  Grade or mark: |
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| A ydych wedi gwneud unrhyw hyfforddiant arall?  Have you undertaken any other training? | | | |
|  | | | |

4. Canolwyr References

|  |  |
| --- | --- |
| Enw Canolwr 1 / Reference 1 Name: | Enw Canolwr 2 / Reference 2 Name: |
| Teitl swydd / Job Title: | Teitl swydd / Job Title: |
| Cyfeiriad / Address:  Rhif ffôn / Phone number:  E-bost / email: | Cyfeiriad / Address:  Rhif ffôn / Phone number:  E-bost / email |
| Perthynas i chi / Relationship to you: | Perthynas i chi / Relationship to you: |

5. DATGELU TROSEDDAU Discolsure of convictions

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| --- |
| Gofynnir i chi ddatgelu manylion unrhyw ddedfryd droseddol sydd gennych, gan gynnwys troseddau honedig sy’n aros am ddedfryd. Fodd bynnag, nid oes rheidrwydd arnoch i ddatgelu unrhyw drosedd sydd yn dreuliedig. O ran swyddi sy’n ymwneud â phlant, yr henoed a phobl anabl, nid yw’r gyfraith yn cydnabod bod unrhyw drosedd wedi’i ‘threulio’. Bydd yr Urdd yn cysylltu â’r Swyddfa Cofnodion Troseddol cyn cadarnhau penodiad i unrhyw swydd.  We ask that you note the details of any criminal convictions you’ve received, including any crimes awaiting sentencing. Employment that involves working with children, older people or disabled people, does not view **any** conviction as spent. The Urdd will contact the Criminal Convictions Bureau before commencing any employment.  Manylion troseddau / Conviction details: |
| A ydych wedi cael eich cyhuddo o drosedd sy’n ymwneud â phlant: YDW/ NAC YDW  Have you been convicted of any crimes involving children: YES / NO |
| Arwyddwyd / Signed……………………………………… Dyddiad / Date…………………………… |