



Cymhorthydd Gweinyddol

Cyngor Tref Bae Colwyn

**Graddfa NJC GO3 £23,893-£24,294 pro-rata
(dyfarniad cyflog yn yr arfaeth)**

25-28 awr yr wythnos (dros 4 neu 5 diwrnod).
Lleoliad yn Neuadd y Dref, Ffordd Rhiw

Oherwydd bod y rôl yn cynnwys amrywiaeth o ddyletswyddau clerigol a gweinyddol, byddwch angen sgiliau cyfathrebu da a gwybodaeth ymarferol o TG, gan Microsoft Office.

Bydd angen i'r ymgeisydd llwyddiannus fod yn hyblyg o ran yr agwedd tuag at y llwyth gwaith a bod a'r gallu i flaenoriaethu er mwyn cwblhau gwaith i derfynau amser ac fe ddisgwylir i chi weithio ar eich pen eich hun heb oruchwyliaeth ar adegau.

DYDDIAD CAU: 8^{fed} Gorffennaf 2024

Ni fyddwn yn derbyn CV heb ffurflen gais.

Am fwy o wybodaeth neu i gael Pecyn Recriwtio cysylltwch â Chlerc y Dref, Cyngor Tref Bae Colwyn, Neuadd y Dref, Ffordd Rhiw, Bae Colwyn, LL29 7TE. Ffôn: 01492 532248 / E-bost: info@colwyn-tc.gov.uk



Administrative Assistant

Bay of Colwyn Town Council

**Local Government NJC Scale GO3, £23,893 -
£24,294 pro-rata (pay award pending)**

25-28 hours per week (over 4 or 5 days) based in the Town Hall, Rhiw Road, Colwyn Bay

As the role involves a range of clerical and administrative duties, you will need good communication skills and a good working knowledge of IT, including Microsoft Office.

The successful candidate will need to be flexible in their approach to the workload, be able to prioritise in order to meet deadlines and will be expected to sometimes work alone and unsupervised.

CLOSING DATE: 8th July 2024

CVs without an application form will not be accepted.

For further information, or a Recruitment Pack, please contact the Town Clerk, Bay of Colwyn Town Council, Town Hall, Rhiw Road, Colwyn Bay, LL29 7TE Tel: 01492 532248 / E-mail: info@colwyn-tc.gov.uk



Cymhorthydd Gweinyddol

Disgrifiad Swydd a Manyleb Person

Tymor / contract: Parhaol (yn amodol ar gyfnod prawf boddhaol)	Adrodd i: Clerc y Dref a'r Swyddog Cyllid Cyfrifol	Cyflog: £23,893 - £24,294 pro-rata (dyfarniad cyflog yn yr arfaeth)
Lleoliad: Neuadd y Dref, Ffordd Rhiw, Bae Colwyn	Oriau: Rhan amser, 25-28 awr yr wythnos (gyda gwaith rheolaidd gyda'r nos ac ar benwythnosau yn achlysurol)	Arall: Pwyntiau 6-7 ar Raddfa Llywodraeth Leol (NJC) Pensiwn Llywodraeth Leol 25 diwrnod (pro-rata) o wyliau blyneddol, ynghyd â Gwyliau Banc

Gwybodaeth am y Cyngor Tref

Mae Cyngor Tref Bae Colwyn yn sefydliad deinamig a blaengar sydd wedi ymrwymo i ddarparu llais democrataidd i gymunedau Hen Golwyn, Bae Colwyn a Llandrillo-yn-Rhos. Am ragor o wybodaeth am y Cyngor Tref, ewch i'n gwefan: www.colwyn-tc.gov.uk.

Gwybodaeth am y Swydd

Rydym yn chwilio am .. weinyddwr dibynadwy a phrofiadol i ymuno â'n tîm bach o staff ymroddedig. Mae'r rôl yn cynnwys ystod o ddyletswyddau clerigol, mae angen sgiliau cyfathrebu da a gwybodaeth ymarferol dda o becynnau meddalwedd TG, gan gynnwys Microsoft Office. Bydd angen i'r ymgeisydd llwyddiannus fod yn hyblyg a threfnus yn ei agwedd at y llwyth gwaith, gallu blaenoriaethu gwaith i gwrddâ therfynau amser a bydd disgwyl iddo weithio ar ei ben ei hun a heb oruchwyliaeth weithiau.

Bydd deilydd y swydd yn gweithio wythnos o 25 i 28 awr (oriau i'w cytuno gyda'r ymgeisydd llwyddiannus) a bydd gofyn iddo weithio'n hyblyg, gan wneud rhywfaint o weithio gyda'r nos ac yn achlysurol ar ddydd Sadwrn neu ddydd Sul (3 neu 4 y flwyddyn) ar gyfer rhai digwyddiadau blyneddol allweddol. . Mae buddion y swydd yn cynnwys mynediad i Gynllun Pensiwn Llywodraeth Leol a hawl i 25 diwrnod o wyliau blyneddol, ynghyd â gwyliau banc (gan gynnwys 2 ddiwrnod statudol). Mae cynnydd o 3 diwrnod yn cael ei gymhwyso yn dilyn 5 mlynedd o wasanaeth di-dor (28 diwrnod ynghyd â gwyliau banc).

Dyletswyddau a Chyfrifoldebau

- Cynorthwyo i baratoi, cyhoeddi ac anfon cofnodion, agendâu, llythyrau, cofnodion a hysbysiadau.
- Ymgymryd â ffeilio, llungopïo, sganio, coladu gwybodaeth ac archifo.
- Ymateb yn gwrtais ac effeithlon i alwadau ffôn ac ymwelwyr personol i'r swyddfa a chymryd negeseuon ar ran Clerc y Dref a'r Dirprwy / Clerc Cynorthwyol, lle bo angen.
- Ystyried ac ymateb a / neu anfon ymlaen, fel y bo'n briodol, negeseuon e-bost a dderbynnir gan y Cyngor.
- Helpu i baratoi rhestrau o geisiadau cynllunio a thrwyddedu a dderbyniwyd, cofnodi penderfyniadau cynllunio a chyflwyno sylwadau / gofynion y Cyngor i Swyddogion Cynllunio, yn ôl yr angen.
- Derbyn, cydnabod, coladu a ffeilio ceisiadau grant.
- Derbyn ac anfon post.
- Cynnal a chadw stociau ac ail-archebu deunydd ysgrifennu, yn ôl yr angen.
- Cadw cyfrinachedd llym mewn perthynas â busnes a dogfennau'r Cyngor.
- Cymryd a chofnodi unrhyw logi / archebion ar gyfer Neuadd y Dref gan sefydliadau allanol a chadw cofnodion cyfredol o weithdrefnau tân ac yswiriant atebolrwydd cyhoeddus ar gyfer pob grŵp o ddefnyddwyr.
- Bod yn gyfrifol am gadw cynnwys gwefan y Cyngor Tref yn gyfredol a chydymffurfio â gofynion deddfwriaethol perthnasol (e.e. Diogelu Data / Hygyrchedd).
- Ymgymryd ag unrhyw weinyddiad brys yn ymwneud ag ymrwymadau'r Maer yn absenoldeb y Clerc Cynorthwyol (Ysgrifennydd y Maer).
- Bod yn gyfrifol am gymhwyso arferion lechyd a Diogelwch o fewn y gweithrediadau dyddiol, gan rannu cyfrifoldeb am lechyd a Diogelwch gyda gweddill y tîm.
- Darparu cefnogaeth weinyddol i'r Pwyllgor Polisi a Chyllid, cynorthwyo i baratoi'r agenda, mynychu'r cyfarfodydd i gymryd nodiadau, drafftio cofnodion ar ôl y cyfarfod a chyflawni rhai o'r camau gweithredu sy'n codi o'r cyfarfod.
- Darparu cefnogaeth weinyddol i'r Pwyllgor Cynllun Lle, fel uchod.
- Mynychu cyfarfodydd panel golygyddol yr hysbysfwrdd digidol a chynorthwyo gyda derbyn, gwirio a lanlwytho hysbysiadau/posteri.
- Rhoi cefnogaeth i ddigwyddiadau dinesig a digwyddiadau eraill, megis Dydd Gŵyl Dewi, Gwobrau Gwirfoddolwyr, Cyfarfodydd Blynnyddol, Noson Tân Gwyllt a Sul y Cofio.
- Rhoi gweinyddiaeth ariannol, gan gynnwys codi anfonebau, monitro ac adrodd yn rheolaidd.
- Cefnogi'r Clerc gyda gwaith cynnal a chadw arferol yr adeilad.
- Bod yn gyfrifol am sefydlu perthnasau gwaith da, yn fewnol ac yn allanol.
- Cymryd rhan weithredol wrth gefnogi egwyddorion ac arferion cyfle cyfartal y Cyngor.

- Cydymffurfio â Pholisïau a Gweithdrefnau ysgrifenedig a rhoi gwybod i'r Clerc am unrhyw feysydd nad ydynt yn cael sylw digonol.
- Bod yn barod i ymgymryd â hyfforddiant er mwyn cyflawni'r gwaiuth gofynnol yn effeithiol.
- Cyflawni unrhyw ddyletswyddau eraill y gall Clerc y Dref a / neu'r Cyngor ofyn yn rhesymol amdanynt.

Ni fwriedir i'r disgrifiad swydd hwn fod yn rhestr gyflawn o ddyletswyddau. Mae'r Cyngor yn cadw'r hawl, ar ôl ymgynghori'n briodol â chi, i amrywio eich dyletswyddau a'ch cyfrifoldebau o fewn paramedrau eich gradd a'ch gallu galwedigaethol er mwyn ymateb i newidiadau yn anghenion y gwasanaeth.

Manyleb y Person

Dulliau asesu: FfG = Ffurflen Gais, I = Cyfweliad, T = Prawf yn y Cyfweliad, V = dilysu

Gofynion: E = Hanfodol, D = Dymunol

<u>Maes</u>	<u>Meini Prawf</u>	<u>Aseseiad</u>	<u>Angen</u>
Gwybodaeth a Sgiliau	Y gallu i flaenoriaethu llwyth gwaith a gweithio'n annibynnol	AF/I	E
	Meddu ar ddull trefnus o ddatrys problemau	AF/I	E
	Gwybodaeth gynhwysfawr o systemau TG, yn benodol Microsoft Office	AF/I/T	E
	Hunan-gymhelliant	AF/I	E
	Y gallu i weithio dan bwysau	AF/I	E
	Yn barod i ymgymryd â hyfforddiant	AF/I	E
	Y gallu i gyfathrebu yn Gymraeg	AF/I	D
	Profiad o weithio gyda gwefannau, meddalwedd dylunio (e.e. Canva) a llwyfannau cyfryngau cymdeithasol	AF/I	D
	Cymhwyster TG neu weinyddol ffurfiol (ECDL/NVQ)	AF/V	D
	Addysg gyffredinol dda, gydag o leiaf 5 TGAU (neu gyfwerth) gan gynnwys Iaith Saesneg	AF/V	D
Profiad Gwaith	Profiad o ymdrin ag aelodau o'r cyhoed	AF	E
	Profiad blaenorol o lywodraeth leol	AF	D
	Profiad o ffeilio, archifo a chynnal a chadw stoc swyddfa (e.e. deunydd ysgrifennu)	AF/I	D
Cysylltiadau a Pherthnasoedd	Y gallu i gyfathrebu ar bob lefel o sefydliad a gydag aelodau o'r cyhoedd	AF/I	E
	Y gallu i weithio ar eich menter eich hun ac fel rhan o dîm	AF/I/R	E
Hyblygrwydd	Y gallu i fynychu un / dau gyfarfod gyda'r nos pob mis, ynghyd â gwaith mewn digwyddiadau blynyddol a drefnir gan y cyngor tref ar dri / pedwar dydd Sadwrn neu ddydd Sul y flwyddyn ac i ddangos hyblygrwydd yn ôl yr angen (e.e. ar gyfer cyflenwi dros ylliau).	I	E

Gwybodaeth ychwnaegol

Am sgwrs anffurfiol am y rôl, cysylltwch â Chlerc y Dref – Tina Earley, ar 01492 532248 neu e-bostiwrch clerk@colwyn-tc.gov.uk

I wneud cais, llenwch y ffurflen gais sydd ar gael yn (mae angen hyperddolen) á'i anfonb ymlaen i'r e-bost uchod, neu argraffu ac anfon i sylw. Clerc y Dref, Neuadd y Dref, Ffordd Rhiw, Bae Colwyn LL29 7TE

Rhaid derbyn pob cais **erbyn 8^{fed} Gorffennaf 2024**



Administrative Assistant

Job Description and Person Specification

Term/contract: Permanent (subject to satisfactory probationary period)	Reports to: Town Clerk and Responsible Finance Officer	Salary: £23,893 - £24,294 pro-rata (annual pay award pending)
Location: Town Hall, Rhiw Road, Colwyn Bay	Hours: Part time 25-28 hrs per week (with some evening and occasional Saturday or Sunday working)	Other: Points 6-7 on the Local Government (NJC) Scale, Local Government Pension Scheme 25 days (pro-rata) annual leave, plus Bank Holidays (incl 2 statutory days)

About the Town Council

The Bay of Colwyn Town Council is a dynamic and forward-thinking organisation that is committed to providing a democratic voice for the communities of Old Colwyn, Colwyn Bay and Rhos-on-Sea. For further information about the Town Council, please visit our website: www.colwyn-tc.gov.uk.

About the role

We are looking for a reliable and experienced administrator to join our small team of committed staff. The role involves a range of clerical duties, requires good communication skills and a good working knowledge of IT software packages, including Microsoft Office. The successful candidate will need to be flexible and organised in their approach to the workload, be able to prioritise work to meet deadlines and will be expected to sometimes work alone and unsupervised.

The post holder will work a 25 to 28 hour week (hours to be agreed with the successful candidate) and will be required to work flexibly, undertaking some evening and occasional Saturday or Sunday working (3 or 4 per annum) for some key annual events. Benefits of the post include admission to the Local Government Pension Scheme and entitlement to 25 days annual leave, plus bank holidays (including 2 statutory days). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays).

Duties and Responsibilities

- Assist with the preparation, publishing and despatch of minutes, agendas, letters, records and notices.
- To undertake filing, photocopying, scanning, collating of information and archiving.
- To respond courteously and efficiently to telephone and personal callers to the office and take messages for the Town Clerk and Deputy/Assistant Clerk, where required.
- To consider and reply and/or forward, as appropriate, emails received for the Council.
- To help prepare lists of planning & licensing applications received, record planning decisions and submit the Council's observations/requests to Planning Officers, as required.
- To receive, acknowledge, collate and file grant applications.
- To receive and despatch mail.
- To maintain stocks and re-order stationery, as required.
- To maintain strict confidentiality with regard to Council business and documents.
- To take and record any hiring / bookings of the Town Hall by outside organisations and to keep up to date records of fire procedures & public liability insurance for each user group.
- To be responsible for keeping the Town Council's website content up to date and compliant with relevant legislative requirements (e.g. Data Protection/Accessibility).
- To undertake any urgent administration relating to the Mayor's engagements in the absence of the Assistant Clerk (Mayor's Secretary).
- To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety with the rest of the team.
- To provide administrative support to the Policy & Finance Committee, assisting in the preparation of the agenda, attending the meeting to take notes, drafting the minutes after the meeting and carrying out some of the actions arising from the meeting.
- To provide administrative support to the Place Plan Committee, as above.
- To attend meetings of the digital noticeboard editorial panel and assist with the receiving, checking and uploading of notices/posters.
- To provide support for municipal and other events, such as St David's Day, Volunteer Awards, Annual Meetings, Bonfire Night and Remembrance Sunday.
- To provide financial administration, to include raising invoices, routine monitoring and reporting.
- To support the Clerk with routine building maintenance tasks.
- To be responsible for establishing good working relationships, both internally and externally.
- To participate actively in supporting the Council's principles and practices of equality of opportunity.
- Compliance with written Policies and Procedures and to make known to the Clerk any areas which are not adequately covered.
- To be willing to undertake training in order to effectively carry out the tasks required.
- To carry out any such other duties as may be reasonably requested by the Town Clerk and / or Council.

This job description is not intended to be an exhaustive list of duties. The Council reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

Person Specification

Assessment methods: AF = Application Form, I = Interview, T = Test at Interview, V = verification

Requirements: E = Essential, D = Desirable

<u>Area</u>	<u>Criteria</u>	<u>Assessment</u>	<u>Required</u>
Knowledge & skills	Ability to prioritise workload and work independently	AF/I	E
	To possess a methodical approach to problem solving	AF/I	E
	Comprehensive knowledge of IT systems, specifically Microsoft Office	AF/I/T	E
	Self-motivated	AF/I	E
	Ability to work under pressure	AF/I	E
	Willingness to undertake training	AF/I	E
	Ability to communicate in Welsh	AF/I	D
	Experience of working with websites, design software (e.g. Canva) and social media platforms	AF/I	D
	Formal IT or administrative qualification (ECDL/NVQ)	AF/V	D
	Good general education, with minimum 5 GCSEs (or equivalent) including English Language	AF/V	D
Work Experience	Experience dealing with members of the public	AF	E
	Previous local government experience	AF	D
	Experience of filing, archiving and maintaining office stock (e.g. stationery)	AF/I	D
	Ability to communicate at all levels of an organization and with members of the public	AF/I	E
Contacts & Relationships	Ability to work on own initiative and as part of a team	AF/I/R	E
	Ability to attend one/two evening meetings per month, plus work at annual town council organized events on three/four Saturdays or Sundays per annum and to demonstrate flexibility as required (e.g. for holiday cover)	I	E
Flexibility	Ability to attend one/two evening meetings per month, plus annual town council events on three/four Saturdays or Sundays each year and to demonstrate flexibility, as required (e.g. for holiday cover)	I	E

Further information

For an informal discussion about the role, please contact The Town Clerk – Tina Earley, on 01492 532248 or email clerk@colwyn-tc.gov.uk

To apply, please complete the application form attached, **quoting job reference 2024/AA**, and forward to the email above, or print and send f.a.o. The Town Clerk to the Town Hall, Rhiw Road, Colwyn Bay LL29 7TE

All applications must be received **by 8th July 2024**

CYNGOR TREF BAE COLWYN
BAY OF COLWYN TOWN COUNCIL

Ffurflen Cais/Application Form

LLENWCH Y FFURFLEN GAIS HON MEWN INC DUE NEU DEIFYSGRIF OS GWELWCH YN DDA
PLEASE COMPLETE THIS APPLICATION FORM IN BLACK INK OR TYPESCRIPT

SWYDD/POST OF: Cymhorthydd Gweinyddol
Administrative Assistant

GRADDFA/GRADE: NJC Scale GO3

REF NO:

DYDDIAD CAE/CLOSING DATE: 8.7.2024

Cyfenw (Llythrennau Bras) Surname (Block Capitals)		Enw (au) Cyntaf First Name (s)	
Cyfeiriad Adref Home Address ----- ----- -----		Dyddiad Geni Date of Birth	
		Rhif Ffon Adref Home Telephone No	
Ebost/Email		Ffon Symudol/Rhif cysylltu arall Mobile phone/Other contact number	
Gwybodaeth o'r Gymraeg Knowledge of Welsh		Sut cawsoch wybod am y swydd hon? How did you learn of this post?	
CYMWYSTERAU ADDYSGOL a PHROFFESIYNOL/EDUCATION AND PROFESSIONAL QUALIFICATIONS			
O From	I To	Ysgol, Coleg, Prifysgol etc School, College, University etc	Nodwch yn glir y pynciau a'r graddau a ennillwyd Clearly state the subjects and grades you achieved

Hofforddiant a Datblygu arall Other Training and Development				
O: From:	Hyd: To:		Pwnc: Subject:	
Manylion Aeloedaeth o Sefydliadau Proffesiynol Details of Membership of Professional Institutions				
SWYDD BRENNOL NEU DDIWETHAF/PRESENT OR MOST RECENT EMPLOYMENT				
Enw/Cyfeiras eich Cyflogwr presennol Name/Address of present/most recent Employer				
Y Swydd Post Held		Cyflog/Graddfa Salary/Grade		
Dyddiad Cychwyn Date Started		Hyd y Rhybudd I Orffen Period of Notice		
Dyddiad gadael (os yw'n berthnasol) Date left (if this applies)		Y reswm dros adael Reason for Leaving		
Rhoddwch fanylion byr am eich dyletysyddau/cyfrifildebau Give brief details of your key duties/responsibilities				
SWYDDI BLAENOROL/PREVIOUS EMPLOYMENT				
Nodwch pob cynod mewn gwaith/di-waith Please include all periods of employment/unemployment				
O From	I To	Cyflogw'r Employer	Swydd Post	Rheswm Dros Adael Reasons for Leaving

SWYDDI BLAENOROL/PREVIOUS EMPLOYMENT (Cont'd)

Nodwch pob cynod mewn gwaith/di-waith Please include all periods of employment/unemployment

O From	I To	Cyflogw'r Employer	Swydd Post	Rheswm Dros Arael Reasons for Leaving

Gwybodaeth ychwanegol i gefnogi eich cais

Mae'r Swydd-ddisgrifiad a anfonwyd gyda'r Ffurflen Gais hon yn disgrifio prif dasgau'r swydd. Mae'r Manylion am yr Unigolyn yn rhestru'r sgiliau a'r profiad angenrheidiol i gyflawni'r gwaith. Mae'n hanfodol eich bod yn cyfeirio at y Manylion am yr Unigolyn yn eich cais, gan ateb pob pwynt, gan mai dyma'r dystiolaeth a fydd yn cael ei hystyried wrth lunio'r rhestr fer. Cofiwch na fydd CV yn dderbyniol yn lle'r ffurflen gais wedi ei chwblhau. Gallwch gynnwys copi o'ch CV i ategu'r manylion y gofynnir amdanynt ar y ffurflen gais hon (ond nid yn ei lle).

Additional information to support your application

The Job Description we sent with this Application Form describes the main tasks of the position. The Person Specification lists the skills and experience needed to do the job. It is essential that you refer to the Person Specification and cover each point in your application because this is the evidence that we will consider when shortlisting for interview. Please note we will not accept your Curriculum Vitae (CV) instead of this form. You may include a copy of your CV in support (not instead) of your Application Form.

Defnyddiwch dudalen arall os bydd raid

Continue on separate sheet if necessary

ENWAU A CHYFEIRIADAU DAU GANOLWR
NAME AND ADDRESS OF TWO REFEREES

(1) Enw/Name

(2) Enw/Name

Cyfeiriad/Address

Cyfeiriad/Address

Pam dewiswyd fel canolwr?
 Why chosen as a referee?

Pam dewiswyd fel canolwr?
 Why chosen as a referee?

Gellir Cysylltu a'r Person Cyn Cyfweiliad? GELLIR/NA ELLIR Gellir Cysylltu a'r Person Cyn Cyfweiliad? GELLIR/NA ELLIR
 May be contacted prior to interview? YES/NO May be contacted prior to interview? YES/NO

A ydych yn perthyn I unrhyw Aelod, Uwch Swyddog neu wiethiwr arall o'r Cyngor? YDWYF / NAC YDWYF

Are you related to any Member, Senior Officer or other Employee of the Council? YES/NO

Os ydych, rhoddwch fanylion as gwelwch yn dda:
 If so, please give details:

Bydd Canfasio Aelodau'r Cyngor naill ai'n uniongyrchol ne'u anuniongyrchol mewn perthynas ag unrhyw benodiad gan y Cyngor hwn yn anghymwysu'r Ymgeisydd.

Canvassing of Members of the Council directly or indirectly in connection with any appointment of this Council will disqualify the Candidate.

Dychwelwch y ffurflen hon i'r:

Tina Earley, Clerc a Swyddog Cyllid
 Cyngor Tref Bae Golwyn
 Neuadd y Dref
 Ffordd Rhiw
 Bae Golwyn
 LL29 7TE

Please return this form to:

Tina Earley, Clerk and Finance Officer
 Bay of Colwyn Town Council
 Town Hall
 Rhiw Road
 Colwyn Bay
 LL29 7TE

COFIWCH DDARLLEN YR HOLL WYBODAETH AR Y DUDALEN YMA A LLOFNODI A DYDDIO'CH FFURFLEN CAIS	PLEASE REMEMBER TO READ THE INFORMATION ON THIS PAGE, AND SIGN AND DATE YOUR APPLICATION FORM
Deddf Diogelu Data	Data Protection Act
Mae'r wybodaeth rydych wedi ei nodi ar y ffurflen gais hon yn dod o dan reoliadau Deddf Diogelu Data. Gallwn gopïo'r wybodaeth sy'n cael ei rhoi gennych ar y ffurflen hon yn ystod y drefn recriwtio. Unwaith y bydd y drefn recriwtio wedi ei chwblhau, bydd y ffurflen yn cael ei chadw am o leiaf 6 mis, ac yna bydd yn cael ei dinistrio. Petaech yn cael eich penodi, bydd y ffurflen yn cael ei defnyddio fel rhan o'ch ffeil bersonol ac er mwyn casglu gwybodaeth am y gweithlu.	The information you have given in this application form is covered by the rules and regulations of the Data Protection Act. Information provided by you on this form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the form will be stored for at least 6 months and then destroyed. If you are appointed, this form will be used as part of your personal employee file and to gather workforce information.
Rhwystro Twyll	Prevention of Fraud
Efallai byddwn yn defnyddio gwybodaeth ar y ffurflen hon i rwystro a chanfod twyll arian cyhoeddus. Gallwn hefyd rannu'r wybodaeth hon, i'r un pwrpas, gyda sefydliadau eraill sy'n trin arian cyhoeddus,	We may use information taken from this form to prevent and detect fraud of public funds. We may also share this information, for the same purposes, with other organisations which handle public funds.
Datgelu Cofnod Troseddol	Declaration of Criminal Record
Mae'n rhaid i chi ddweud wrthym os ydych wedi eich cael yn euog o unrhyw drosedd, oni bai ei fod wedi dod i ben dan Ddeddf Ailsefydlu Troseddswyr 1974. Ond os ydych yn gwneud cais am swydd i weithio gyda phlant neu oedolion diamddiffyn, yna mae'r swyddi hyn wedi eu heithrio o Ddeddf Ailsefydlu Troseddswyr 1974 a bydd angen Gwiriad Datgelu arnoch drwy'r Biwro Cofnodion Troseddol. Mae'n rhaid i chi nodi manylion unrhyw drosedd, rhybuddion, cerydd a rhybuddion terfynol ac unrhyw wybodaeth arall allai ddylanwadu ar eich addasrwydd ar gyfer y swydd. Os nad ydych yn rhoi gwybodaeth berthnasol i ni neu'n rhoi gwybodaeth ffug, gallai hyn arwain at dynnu'r cynnig o swydd yn ôl, neu ar ôl eich penodi at gamau disgyblu a diswyddo ar ôl ymchwiliad.	If you have been convicted of any offence, you must tell us unless it is 'spent' under the Rehabilitation of Offenders Act 1974. However, if you are applying for a position which involves working with children or vulnerable adults, these posts are exempt under the Rehabilitation of Offenders Act 1974, and will need a Disclosure Check through the Criminal Records Bureau. You must give details of any criminal convictions, cautions, reprimands, and final warnings, and any other information that may have a bearing on your suitability for the position. If you fail to give us relevant information or give false information, this may result in an offer of appointment being withdrawn, or if you are appointed, disciplinary action and dismissal after an investigation.
Nid yw rhoi manylion unrhyw drosedd, rhybudd, cerydd neu rybudd terfynol nac unrhyw wybodaeth arall o angenrheidrwydd yn golygu na fyddwn yn eich ystyried ar gyfer y swydd. Byddwn yn ystyried eich addasrwydd yn sgil yr holl wybodaeth sydd ar gael.	If you give details of a criminal conviction, caution, reprimand or final warning, and any other relevant information, it does not mean that we will not consider you for the position. Your suitability for appointment will be considered in the light of all available information.
Manylion unrhyw droseddau ac yn y blaen (Os nad yw'n berthnasol, ysgrifennwch DIM)	Details of any criminal convictions etc (If this does not apply, write NONE)
Datganiad	Declaration
Mae'r wybodaeth a roddwyd gennyf ar y ffurflen hon yn gywir ac yn gyflawn. Os yw'n berthnasol, rwy'n deall y bydd Gwiriad Datgelu yn cael ei wneud drwy'r Swyddfa Cofnodion Troseddol. Rwy'n deall petawn yn methu â rhoi gwybodaeth neu'n rhoi gwybodaeth anghywir y gallai hyn arwain at dynnu'r cynnig swydd yn ôl neu at gamau disgyblu neu ddiswyddo'n ddiweddarach. Rwy'n deall y bydd cysylltu â chynghorwyr neu weithwyr eraill yr Awdurdod i ddylanwadu ar fy nghais yn fy anghymwyso ar gyfer cael fy mhenodi. Rwy'n rhoi fy nghaniatâd, yn unol â Deddf Diogelu Data 1998, i chi brosesu a chadw'r wybodaeth sydd ar y ffurflen hon. Llofnod: Dyddiad:	The information I have given on this application form is true and complete. If relevant to the post applied for, I understand that a Disclosure Check will be sought through the Criminal Records Bureau. I understand that, if I fail to give information, or provide incorrect information, this may result in an offer of appointment being withdrawn or in disciplinary action or dismissal at a later date. I understand that contacting Councillors or other Council employees to influence my application would disqualify me from appointment. I give my consent under the Data Protection Act 1998, to you processing and storing the information in this form. Signed: Date: