### Job Application Form

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|  | **The Fun Club at Ysgol Maes Y Felin** |

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| **Position applied for:** | | | *Playworker* | | | | | |
| *Temporary – 6 months* | | | | | | | | |
| **Please complete fully and clearly.** | | | | | | | | |
| **Personal Details** | | | | | | | | |
| **Surname:** |  | | | | **First name/s:** |  | | |
| **Home Address:** | | **Postcode:** | | | | | | |
| **Home telephone:** | |  | | **Mobile phone:** | | |  | |
| **Email:** | |  | | | | | | |
| **Where did you see this post advertised?** | | | | |  | | | |
| **Are you aged 18 years or above?** | | | | | **🞏 Yes** | | | **🞏 No** |
| **Are you required to hold a work permit?** | | | | | **🞏 Yes** | | | **🞏 No** |
| **Do you have a current driving licence?** | | | | | **🞏 Yes** | | | **🞏 No** |
| **Do you have your own car?** | | | | | **🞏 Yes** | | | **🞏 No** |
| **Do you have any special requirements for the interview?** | | | | | |  | | |
| **What is your notice period?** | | | |  | | | | |

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| **Qualifications (Academic & Professional)** | | | |
| **School/College** (include part time & adult education courses) | **Qualification & Grade** | **Awarding Body**  (e.g. CACHE) | **Date achieved** |
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| **Other relevant training** | |
| **Subject/Course** | **Date undertaken** |
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| **Work history** | | | | |
| **Job title & brief outline of duties** | **Date employed from** | **Date employed to** | **Reason for leaving** | **Employer name & address** |
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| **Supporting information** | | | | |
| Please give details of any information that you feel is relevant to the job description and person specification or any information that you think may assist us in deciding your suitability for the post. Continue on a separate sheet if you wish. | | | | |

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| **Other interests/hobbies** |
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| **References** | | | | | |
| Please give details of two willing work-related referees. One must be your current employer. Personal referees and relatives are not acceptable. | | | | | |
| **Referee (current/most recent employer)** | | **Second Referee** | | | |
| **Full name:** |  | **Full name:** | |  | |
| **Job Title:** |  | **Job Title:** | |  | |
| **Organisation:** |  | **Organisation:** | |  | |
| **Address:** |  | **Address:** | |  | |
| **Postcode:** |  | **Postcode:** | |  | |
| **Telephone (day):** |  | **Telephone (day):** | |  | |
| **Telephone (eve):** |  | **Telephone (eve):** | |  | |
| **Email:** |  | **Email:** | |  | |
| May we take up references before interview? | | | 🞏 Yes | | 🞏 No |

**Applicant Declaration:**

If successful, applicants will receive a conditional offer of employment, subject to satisfactory references and an enhanced DBS check and other necessary checks. Applicants are encouraged to volunteer any information about their criminal record that they feel may be relevant to this post. Failure to reveal relevant information that is later revealed by a DBS Check may result in a conditional offer of employment being withdrawn. If you wish to volunteer information, please send information marked **PRIVATE AND CONFIDENTIAL FAO:**

Before a formal offer of appointment is made, the Club will seek references and verification of the details provided by the successful candidate about their current/most recent employment. The successful candidate will also have to produce appropriate original evidence of identity, eligibility to work in the UK and qualifications.

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| I certify that the information given in this form or accompanying this form is correct. Any false statement may be sufficient cause for rejection or, if employed, dismissal. | | | |
| Signature: |  | Date: |  |

Please return the completed form to the address below by the closing date indicated.

RECRUITMENT

PRIVATE & CONFIDENTIAL

The Fun Club at Ysgol Maes y Felin

Pen y Maes Road

Holywell

CH8 7EN

**CLOSING DATE:**

Interviews to be held during week commencing:

Please state if you are unavailable at any time during this week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Ffurflen Gais am Swydd

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| **[Logo]** | **[Enw’r Clwb]** |

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| **Swydd y gwnaed cais amdani:** | | | *[Uwch-Weithiwr Chwarae / Gweithiwr Chwarae]* | | | | | |
| *[Parhaol/dros dro tymor penodol hyd at (dd/mm/bb)]* | | | | | | | | |
| **Cwblhewch yn llawn ac yn glir, os gwelwch yn dda.** | | | | | | | | |
| **Manylion Personol** | | | | | | | | |
| **Cyfenw:** |  | | | | **Enw/au cyntaf:** |  | | |
| **Cyfeiriad Cartref:** | | **Cod post:** | | | | | | |
| **Ffôn cartref:** | |  | | **Ffôn symudol:** | | |  | |
| **Ebost:** | |  | | | | | | |
| **Ble y gwelsoch y swydd hon wedi ei hysbysebu?** | | | | |  | | | |
| **A ydych yn 18 mlwydd oed neu drosodd?** | | | | | ** Ydwyf** | | | ** Nac ydwyf** |
| **A yw’n ofynnol i chi fod â thrwydded i weithio?** | | | | | ** Ydyw** | | | ** Nac ydyw** |
| **A oes gennych drwydded yrru gyfredol?** | | | | | ** Oes** | | | ** Nac oes** |
| **A oes gennych eich car eich hun?** | | | | | ** Oes** | | | ** Nac oes** |
| **A oes gennych unrhyw ofynion arbennig parthed y cyfweliad?** | | | | | |  | | |
| **Beth yw hyd eich cyfnod o rybudd?** | | | |  | | | | |

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| **Cymwysterau (Academig a Phroffesiynol)** | | | |
| **Ysgol/Coleg**  (cynhwyswch gyrsiau rhan amser ac addysg oedolion) | **Cymhwyster a Gradd** | **Corff Dyfarnu** (e.e. CACHE) | **Dyddiad cyflawni** |
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| **Hyfforddiant perthnasol arall** | |
| **Pwnc/Cwrs** | **Dyddiad yr ymgymerwyd ag ef** |
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| **Hanes gwaith** | | | | |
| **Teitl y swydd ac amlinelliad byr o’r dyletswyddau** | **Dyddiadau’r gyflogaeth o** | **Dyddiadau’r gyflogaeth i** | **Rheswm dros adael** | **Enw a chyfeiriad y cyflogwr** |
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| **Gwybodaeth Gefnogol** |
| Rhowch fanylion, os gwelwch yn dda, unrhyw wybodaeth y teimlwch sy’n berthnasol i’r disgrifiad swydd a’r fanyleb person, neu unrhyw wybodaeth a allai, yn eich tyb chi, fod o gymorth i ni benderfynu ar eich addasrwydd i’r swydd. Parhewch ar dudalen ar wahân os dymunwch. |

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| **Diddordebau/hobïau eraill** |
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| **Geirdaon** | | | | | |
| Rhowch fanylion dau sy’n barod i fod yn ganolwyr gwaith-berthynol. Rhaid mai eich cyflogwr presennol yw un ohonynt. Nid yw canolwyr personol a pherthnasau yn dderbyniol. | | | | | |
| **Canolwr (cyflogwr cyfredol/mwyaf diweddar)** | | **Ail Ganolwr** | | | |
| **Enw llawn:** |  | **Enw llawn:** | |  | |
| **Teitl y swydd:** |  | **Teitl y swydd:** | |  | |
| **Cyfundrefn:** |  | **Cyfundrefn:** | |  | |
| **Cyfeiriad:** |  | **Cyfeiriad:** | |  | |
| **Cod post:** |  | **Cod post:** | |  | |
| **Ffôn (dydd):** |  | **Ffôn (dydd):** | |  | |
| **Ffôn (nos):** |  | **Ffôn (nos):** | |  | |
| **Ebost:** |  | **Ebost:** | |  | |
| A gawn ni gymryd geirdaon cyn cyfweld? | | |  Cewch | |  Na chewch |

**Datganiad yr Ymgeisydd:**

Os yw’n llwyddiannus, bydd ymgeiswyr yn derbyn cynnig cyflogaeth amodol, sydd yn ddibynnol ar eirdaon boddhaol gwiriad manylach y Gwasanaeth Datgelu a Gwahardd a gwiriadau angenrheidiol eraill. Anogir ymgeiswyr i gynnig unrhyw wybodaeth ynglŷn â’u cofnod troseddol y teimlant y gallai fod yn berthnasol i’r swydd hon. Gall peidio â datgelu gwybodaeth berthnasol, a ddatgelir yn nes ymlaen gan wiriad y Gwasanaeth Datgelu a Gwahardd (GDG)(*DBS*), olygu tynnu yn ôl cynnig cyflogaeth amodol. Os hoffech ddarparu gwybodaeth ynglŷn â’ch record droseddol yn wirfoddol, dylech ei hanfon mewn amlen ar wahân, wedi ei farcio **PREIFAT & CHYFRINACHOL I SYLW:** [enw a chyfeiriad gohebu ]

Cyn cynnig cyflogaeth yn ffurfiol bydd Clybiau Plant Cymru Kids’ Clubs yn gofyn am ddilysiad o’r manylion a roddwyd gan yr ymgeisydd llwyddiannus ynglŷn â’i gyflogaeth bresennol / ddiweddaraf. Bydd angen i’r ymgeisydd llwyddiannus hefyd gynhyrchu tystiolaeth o’i gymwysterau addysgiadol.

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| Tystiaf fod y wybodaeth a roddwyd ar y ffurflen hon yn gywir, neu sydd ynghyd â’r ffurflen hon, yn gywir. Gall datganiad cyfeiliornus fod yn achos digonol i wrthod, neu, os yw’n gyflogedig, diswyddo. | | | |
| Llofnod: |  | Dyddiad: |  |

Gofynnwch ichi ddychwelyd y ffurflen gyflawn i’r cyfeiriad isod erbyn y dyddiad cau a nodir.

RECRIWTIO

PREIFAT A CHYFRINACHOL

[Enw

Enw’r Clwb

Cyfeiriad Gohebu

Cyfeiriad Gohebu

Cyfeiriad Gohebu

Cyfeiriad Gohebu [Cod post]

**DYDDIAD CAU: DIWRNOD/MIS/BLWYDDYN**

Y cyfweliadau i’w cynnal yn ystod yr wythnos yw’n dechrau: **DIWRNOD/MIS/BLWYDDYN**

Rhowch wybod os oes unrhyw adeg yn ystod yr wythnos hon pan na fyddwch ar gael \_\_\_\_\_\_\_\_\_\_\_