

# WREXHAM COUNTY BOROUGH COUNCIL / CYNGOR WRECSAM

## Application for Employment - Teaching Staff Ffurflen gais am waith - Staff Addysgu



Please complete in black ink/Defnyddiwch inc du i'w chwblhau.

### VACANCY DETAILS/MANYLION Y SWYDD

Job Title/ Teitl y Swydd \_\_\_\_\_

School/LEA Dept /Ysgol/Adran AALI \_\_\_\_\_

### PERSONAL DETAILS/MANYLION PERSONOL

Surname / Cyfenw: \_\_\_\_\_ Forenames / Enwau Cyntaf: \_\_\_\_\_

Other names by which you have been known / Enwau eraill a fu gennych yn y gorffennol: \_\_\_\_\_

Title / Teitl: \_\_\_\_\_ Maiden Name / Enw cyn priodi: \_\_\_\_\_

D.F.E.S Ref. No / Cyfeirif Adran dros Addysg a Sgiliau: \_\_\_\_\_

Current Driving Licence/Trwydded yrru gyfredol: Yes / Oes  No / Nac Oes:

Address / Cyfeiriad: \_\_\_\_\_

Postcode / Còd post: \_\_\_\_\_

Telephone (please include STD code:/ Rhifau Ffôn (rhowch y còd lleol hefyd):

Home / Cartref

Work/Office / Gwaith/Swyddfa

Mobile / Symudol

If necessary, may we contact you at work? / Os bydd angen, a allwn gysylltu a chi yn y gwaith?

Yes / Oes:  No / Nac Oes:

Welsh Speaker / Siaradwr Cymraeg: Yes / Oes:  No / Nac Oes:

Details of Academic & Professional Qualifications / Manylion am Gymwysterau Academaidd a Phroffesiynol

Title of Award (e.g. B.Ed.) Enw'r Wobr	Class of Qualification Dosbarth y Cymhwyster	Main Subject Prif Bwnc	Subsidiary Subjects Pynciau Ategol	College(s) Attended Coleg a Fynchwyd	F/T/P/T Llawr amser/Rhan amser

Wrexham Council welcomes applications from suitably qualified candidates regardless of race, gender, disability, sexuality, religious belief or age./Mae Cyngor Wrecsam yn croesawu ceisiadau gan ymgeiswyr cymwysedig beth bynnag fo'u hil, rhyw, anabledd, tueddfryd rhywiol, crefydd neu oedran.

## PRESENT POST / SWYDD BRESENNOL

Designation / Enw'r Swydd		Present Salary Details Manylion eich cyflog presennol £ _____ Unqualified MPS 1, 2, 3, 4, 5, or 6 UPS 1, 2 or 3 (please circle as appropriate)/ Leadership Point/Pwynt Arweinyddiaeth Heb gymhwyso MPS - 1, 2, 3, 4, 5, neu 6 UPS 1, 2 neu 3 (rhowch hylch o amgylch yr ateb priodol)
Date Appointed to Present Post Y dyddiad y'ch penodwyd i'ch swydd bresennol		
Name and Type of School / Enw a math o Ysgol		Allowances / Lwfansau Please give full details (special needs allowance/TLR) and responsibility Rhowch fanylion llawn (lwfans anghenion arbennig /CAD) a chyfrifoldeb

## PREVIOUS TEACHING EXPERIENCE / PROFIAD DYSGU BLAENOROL

Dates / Dyddiad	School / College Ysgolion / Coleg	Job Title and Responsibility Teitl a chyfrifoldebau'ch swydd	Salary / Cyflog

## EMPLOYMENT OUTSIDE THE TEACHING PROFESSION ROFIAD PERTHNASOL ODDI ALLAN I'R PROFFESIWN ADEYSGU

Dates / Dyddiad	Employer / Cyflogwr	Job Title / Enw'r Swydd

## ABSENCES / ABSENOLDEBAU

Absences from work due to ill health in the last 3 years

Absenoldeb o'r gwaith oherwydd salwch yn y 3 blynedd ddiwethaf:

No of Occasions

Total No of Days

Nifer yr achlysuron: \_\_\_\_\_ Cyfanswm nifer y dyddiau: \_\_\_\_\_

You may wish to provide any further information about your absences/

Mae croeso i chi ddarparu gwybodaeth bellach am eich absenoldebau:

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## REFERENCES / CANOLWYR

At least one of which must be your present employer, (or last employer if not currently working). Members and officials of Wrexham County Borough Council or any member of the School Governing Body **TO WHICH YOU ARE APPLYING MUST NOT** be nominated. To do so will disqualify the candidate for the appointment. / Dylai o leiaf un ohonynt fod yn gyflogwr presennol (neu'n gyflogwr diwethaf os nad ydych yn gweithio ar hyn o bryd). Ni ddylech enwebu aelodau na swyddogion Cyngor Bwrdeistref Sirol Wrecsam nac unrhyw aelod o'r corff llywodraethol **SY'N GYSYLLTIEDIG A'R SWYDD**. Byddai gwneud hyn yn eich anghymwysu o'r swydd.

### Reference 1

Name / Enw: \_\_\_\_\_

Job title / Teitl Y Swydd: \_\_\_\_\_

Organisation / Cyfundrefn: \_\_\_\_\_

Address / Cyfeiriad: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code / Cod Post: \_\_\_\_\_

Telephone No / Rhif Ffon: \_\_\_\_\_

Email / Ebost: \_\_\_\_\_

Relationship to you. (e.g. manager, friend)  
Perthynas A Chi (E.E. Rheolwr, Ffrind):

References may be sought prior to interview. If you do not wish references being taken up prior to interview please tick the box below / Gallwn Ofyn Am Eirda Cyn Y Cyfweiliad. Os Na Ddymunwch I Ni Gysylltu Am Eirda Cyn Y Cyfweiliad, Ticiwch Y Blwch Isod.

Please do not contact prior to interview  
Peidiwch A Chysylltu Cyn Y Cyfweiliad

### Reference 2

Name / Enw: \_\_\_\_\_

Job title / Teitl Y Swydd: \_\_\_\_\_

Organisation / Cyfundrefn: \_\_\_\_\_

Address / Cyfeiriad: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code / Cod Post: \_\_\_\_\_

Telephone No / Rhif Ffon: \_\_\_\_\_

Email / Ebost: \_\_\_\_\_

Relationship to you. (e.g. manager, friend)  
Perthynas A Chi (E.E. Rheolwr, Ffrind):

References may be sought prior to interview. If you do not wish references being taken up prior to interview please tick the box below / Gallwn Ofyn Am Eirda Cyn Y Cyfweiliad. Os Na Ddymunwch I Ni Gysylltu Am Eirda Cyn Y Cyfweiliad, Ticiwch Y Blwch Isod.

Please do not contact prior to interview  
Peidiwch A Chysylltu Cyn Y Cyfweiliad

## CRIMINAL RECORDS BUREAU & EMPLOYMENT COFNODION TROSEDDOL A CHYFLOGAETH

### Rehabilitation of Offenders Act 1974 / Deddf Adferiad Troseddwyr 1974

Under the provisions of this Act and the Regulations you need not normally disclose details of any 'spent' convictions.

However, as this post involves substantial access to children under 18 years of age you will, if you are offered employment, be asked to give your consent for Wrexham County Borough Council to request an Enhanced Disclosure from the Criminal Records Bureau.

Any information received from the Criminal Records Bureau will be taken into account in considering your suitability for employment.

Fel arfer, dan ddarpariaethau'r Ddeddf hon a'r Rheolidau, nid oes raid i chi ddatgelu manylion unrhyw euogfarnau sydd wedi 'darfod'.

Fodd bynnag, gan fod y swydd hon yn gysylltiedig a chael mynediad at blant dan 18 oed, os cynugir y swydd i chi, gofynnir i chi roi caniatad i Gyngor Bwrdeistref Sirol Wrecsam ofyn am Ddatgeliad Estynedig gan y Swyddfa Cofnodion Troseddol.

Ystyrir unrhyw wybodaeth a geir gan y Swyddfa Cofnodion Troseddol wrth ystyried a ydych yn addas ar gyfer swydd.

## RELATIONSHIP TO ELECTED MEMBERS OR EMPLOYEES OF THE COUNCIL PERTHYNAS AG AELODAU ETHOLEDIG NEU WEITHWRYY CYNGOR

In order to ensure that all persons involved in selecting staff are objective, we need to know if you are related to or have a close personal relationship, e.g. share a home with an Elected Member or employee of Wrexham County Borough Council. **PLEASE NOTE:** If you contact any Member/Officer of the Council with a view to gaining their support for your appointment, this will automatically disqualify you.

Er mwyn sicrhau bod pob unigolyn sydd ynghlwm wrth ddewis staff yn ddiuedd, mae angen i chi roi gwybod i ni os ydych yn perthyn neu oes gennych berthynas bersonol agos .e. rhannu ty gydag Aelod Etholedig neu unigolyn sydd eisoes yn gyflogedig gan Gyngor Bwrdeistref Sirol Wrecsam. **SYLWER:** Bydd eich cais yn cael ei ddiarddel ar unwaith os byddwch yn cysylltu ag Aelod/Swyddog o'r Cyngor er mwyn sicrhau eu cefnogaeth l'ch penodiad.

NAME/ENW \_\_\_\_\_ POSITION HELD/SWYDD \_\_\_\_\_

PLACE OF WORK/GWEITHLE \_\_\_\_\_ RELATIONSHIP/PERTHYNAS \_\_\_\_\_

## GENERAL TEACHING COUNCIL FOR WALES CYNGOR DYSGU CYFFREDINOL CYMRU (CDCC)

Are you currently registered with the GTCW? / A ydych wedi cofrestru gyda'r CDCC ar hyd o bryd?

Yes/Ydw  No/Nac Ydw

**N.B.** It is a statutory requirement for teachers working in qualified positions in the maintained schools sector in Wales to be registered with the Council.

**D.S.** Mae'n ofyniad statudol i athrawon sy'n gweithio mewn swyddi cymwysedig yn y sector ysgolion a gynhelir yng Nghymru gael eu cofrestru gyda'r Cyngor.

## AVAILABILITY / DYDDIADAU NAD YDYCH AR GAEL

Are there any dates over the next four weeks when you are not available for interview?

Os oes unrhyw ddyddiadau yn y 4 wythnos nesaf pan na fyddwch ar gael l'ch cyfweld, nodwch y dyddiadau hyn yma?

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## DATA PROTECTION / DIOGELU DATA

All information that you provide on this form will be used and processed for recruitment and selection purposes only. Information will be retained for 6 months then destroyed. If successful, some information may be shared with the Payroll Section. / Defnyddir a phrosesir y wybodaeth a darperir ar y ffurflen hon at ddibenion recriwtio a dethol yn unig. Cedwir y wybodaeth am 6 mis ac yna caiff ei dinistrio. Os byddwch yn llwyddiannus, rhennir rhywfaint o wybodaeth gyda'r Adran Gyflogau.

### NOTE / NODYN

- A) Please note that any offer of employment is subject to both satisfactory references and medical clearance by the Occupational Physician together with clearance from the Criminal Records Bureau. / Sylwer bod unrhyw gynnig am waith yn amodol ar eirdaon boddhaol s chliriad meddygol gan y Meddyg Galwedigaethol ynghyd
- B) When completed, this form should be returned in accordance with the instructions given in the advertisement. / Ar ol cwblhau'r ffurflen hon dylid ei hanfon yn ol y cyfarwyddyd a ddangoswyd yn yr hysbyseb.
- C) In the interests of economy this form will not be acknowledged. / Er mwyn arbed arian ni fyddwn yn cydna bod y cais yma.

## DECLARATION / DATGANIAD

I declare that, to the best of my knowledge, the information I have given on this application form is correct. I understand that my application may be rejected, (or if in employment I may be dismissed without notice), for withholding relevant details or giving false information. / Rwyf yn datgan bod y wybodaeth a darperir ar y ffurflen hon at ddibenion recriwtio a dethol yn unig. Cedwir y wybodaeth am 6 mis ac yna caiff ei dinistrio. Os byddwch yn llwyddiannus, rhennir rhywfaint o wybodaeth gyda'r Adran Gyflogau.

Signature / Llofnod \_\_\_\_\_

Date / Dyddiad \_\_\_\_\_

## LETTER IN SUPPORT OF APPLICATION LLYTHYR I GEFNOGI EICH CAIS

PLEASE OUTLINE THE SKILLS AND EXPERIENCE YOU HAVE GAINED THROUGH PAID AND/OR VOLUNTARY EMPLOYMENT AND OTHER WORK ACTIVITIES AND INTERESTS WHICH ARE RELEVANT TO YOUR APPLICATION FOR THIS VACANCY (ADDITIONAL SHEETS MAY BE ADDED IF NECESSARY).

AMLINELLWCHY SGILIAU A'R PROFIAD 'RYDYCH WEDI'U HENNILL TRWY WAITH TALADWY AC/NEU WIRFODDOL A GWEITHGAREDDAU ERAILL A DIDDORDEBAU SY'N BERTHNASOL I'CH CAIS AR GYFER Y SWYDD (GELLIR YCHWANEGU TUDALENNAU YCHWANEGOL OS OES ANGEN).



**Please return completed application form to (or return to relevant school if this is stated in the job advert):**

Wrexham County Borough Council, Human Resources, Children & Young People Service,  
16 Lord Street, Wrexham. LL11 1LG. Telephone: 01978 297403. Fax: 01978 298705.  
E-mail: [delspersonnel@wrexham.gov.uk](mailto:delspersonnel@wrexham.gov.uk)

**Dychwelwch y ffurflen wedi'i chwblhau at (neu dychwelwch y wybodaeth i'r ysgol berthnasol os dywedir hyn yn yr hysbyseb swydd):**

Adran Bersonél, Cyngor Bwrdeistref Sirol Wrecsam, Gwasanaeth Plant a Phobl Ifanc,  
16 Stryt yr Arglwydd, Wrecsam. LL11 1LG. Ffôn: 01978 297403. Ffacs: 01978 298705.  
E-bost: [delspersonnel@wrexham.gov.uk](mailto:delspersonnel@wrexham.gov.uk)



THIS FORM IS AVAILABLE IN LARGE PRINT.  
PLEASE CONTACT THE PERSONNEL TEAM ON  
01978 297403.

MAE'R FFURFLEN HON AR GAEL MEWN PRINT  
BRAS. CYSYLLTWCH A'R TIM PERSONEL AR  
01978 297403.