**YSGOL CAERGEILIOG FOUNDATION SCHOOL**



**Ffurflen Gais am Swydd Pennaeth**

**Application Form for the Post of Headteacher**

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| **RHYBYDD DIOGELU DATA / Data protection notice** |
| *Drwy gydol y ffurflen hon byddwn yn gofyn am ddata personol amdanoch. Defnyddiwn y data yma yn unol â rheolau diogelu data ac am un neu fwy o’r rhesymau canlynol:** *Yr ydych wedi rhoi eich caniatad*
* *Rhaid inni brosesu er mwyn cydymffurfio â’n cyfrifoldebau cyfreithiol*

*Mae ychwaneg o wybodaeth am y modd y defnyddir eich data personol yn ein Rhybydd Preifatrwydd i Ymgeiswyr am Swydd.*Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:* You have given us your consent
* We must process it to comply with our legal obligations

 You can find more information on how we use your personal data in our Privacy Notice for Job Applications. |

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| **Y SWYDD WAG / post vacancy** |
| Cais am Swydd / Application for the post of: Pennaeth / Headteacher, Ysgol Caergeiliog Foundation SchoolDyddiad y gallwch gychwyn y swydd /What date are you available to begin a new post? |

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| **DADLENIAD AC EITHRIO ac archwiliad recriwtio / Disclosure and barring and recruitment checks** |
| *Mae’r Ysgol dan rwymedigaeth cyfreithiol i brosesu Archwiliad Dadleniad ac Eithrio cyn apwyntio person i swyddi perthnasol.**Bydd yr archwiliad yn dadlenu dedfrydau wedi eu cwblhau neu rai cyfredol, rhybydd, cerydd neu rybydd trefynol yn ogystal ag unrhyw wybodaeth arall sydd ym meddiant yr heddlu a ystyrir yn berthnasol i’r swydd.**Bydd unrhyw ddata a brosesir fel rhan o’r archwiliad GDG yn cael ei brosesu yn unol â rheolau amddiffyn data a pholisi preifatrwydd yr Ysgol.*The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy notice.***A oes gennych dystysgrif GDG?*****Do you have a DBS certificate?:** ☐ Oes/Yes ☐Na/No *Dyddiad Archwiliad* / Date of check: ***A ydych wedi byw neu weithio oddi allan i’r DU yn ystod y 5 mlynedd ddiwethaf?*****Have you lived or worked outside of the UK in the last 5 years?:** ☐Do/ Yes ☐Naddo/No*Os ydych wedi ateb ‘Do’, efallai y byddwn yn cysylltu â chwi maes o law i geisio ychwaneg o wybodaeth*.If you answer ‘Yes’, we may contact you for additional information in due course. *Bydd cynnig o waith yn amodol ar inni gwblhau archwiliadau cyn-gyflogi boddhaol.*A job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. |

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| ***ARWYDDWCH gan NODI’R DYDDIAD* / sign and date** |
| Enw/ Name (PRINT):Arwyddwyd/ Signed:Dyddiad / Date: |

Cyfarwyddiadau / Instructions

***Byddwch cystal*** *â* ***chwblhau pob rhan o’r ffurflen gais mewn inc du neu deip.***

***Ni dderbynnir ceisiadau nad ydynt wedi eu cwblhau’n llawn.***

**Please complete all sections of this application form using black ink or type.**

**Applications will only be accepted if they are completed in full.**

1. Manylion Personol /Personal details

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| M**anylion personol / personal details** |
| ***Enw cyntaf* / First name** |  |
| ***Cyfenw* / Surname** |  |
| ***Teitl* / Title** |  |

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| **manylion cyswllt / contact details** |
| ***Cyfeiriad* / Address** |  |
| ***Côd Post* / Postcode** |  |
| ***Rhif ffôn adref* / Home phone number** |  |
| ***Rhif ffôn symudol* / Mobile phone number**  |  |
| ***Cyfeiriad E Bost* / Email address** |  |

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| **anabledd a hygyrchedd / disability and accessibility** |
| *Mae gan yr Ysgol ymrwymiad i sicrhau fod ymgeiswyr gydag anabledd neu amhariad yn derbyn ymdrinaiaeth a chyfleoedd cyfartal.**Os oes gennych anabledd neu amhariad ac y carech inni wneud newidiadau neu drefniadau i’ch helpu pe byddech yn cael eich galw am gyfweliad, byddwch cystal â nodi isod y trefniadau y carech i ni eu gwneud*.The School has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

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| PERTHYNAS BERSONOL / PERSONAL relationship  |
| *Byddwch cystal â rhestru isod unrhyw berthynas bersonol sy’n bodoli rhyngddoch chi ac unrhyw un o’r canlynol sy’n aelodau o gymuned yr Ysgol.*Please list any personal relationships that exist between you and any of the following members of the School community:*Llywodraethwyr*/ Governors*Awdurdod Addysg Lleo*l /Local Education Authority*Staff**Disgyblion* / Pupils |
| ***Enw* / Name** | ***Perthynas* / Relationship** | ***Swydd yn yr Ysgol* / Role at School** |
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1. Hanes Cyflogaeth / Employment history

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| **EICH CYFLOGAETH AR HYN O BRYD / current employment details** |
| ***Teitl******Swydd*** **Job title** | ***Manylion Cyflogwr (cyfeiriad ayyb)*** **Employer details (address etc.)** | ***Dyddiad cyflogwyd*** **Date employed** | ***Amrediad oed a ddysgwyd*****Age range taught** | ***Nifer******Plant*****No. on roll** | ***Parhaol neu Dros Dro*****Permanent or temporary** | ***Llawn Amser neu Ran Amser*****Part-time or full-time** | ***Cyflog*****Salary**  | ***Disgrifiad o’ch cyfrifoldebau*****Description of responsibilities** |
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**Hyd rhybydd terfynu / Termination Notice : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Cyflogaeth yn y gorffennol/ Previous employment** |
| *Byddwch cystal â nodi manylion cyflogaeth yn y gorffennol. Nodwch y mwyaf diweddar yn gyntaf.*Please provide details of all previous employment. List the most recent employment first. |
| ***Teitl Swydd*****Job title** | ***Enw a chyfeiriad y Cyflogwr*****Name and address of employer** | ***Dyddiadau cyflogwyd*****Dates employed** | ***Disgrifiad o’ch cyfrifoldebau*****Description of responsibilities** | ***Rheswm am adael*****Reason for leaving** |
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1. Addysg a hyfforddiant / Education and training

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| **Addysg a hyfforddiant / education and qualifications** |
| *Byddwch cystal â nodi eich manylion addysg gan gychwyn gydag addysg uwchradd.**Bydd angen ichwi ddangos tystiolaeth o’ch cymwysterau.*Please provide details of your education from secondary school onwards.You’ll be required to produce evidence of qualifications. |
| ***Dyddiadau mynychu (mis a blwyddyn*)****Dates attended (month and year)** | ***Enw a lleoliad yr ysgol/prifysgol*****Name and location of school/college/university** | ***Cymwysterau a gaed (gyda graddau)*****Qualifications gained (including grades)** |
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| **AELODAETH O GYRFF PROFFESIYNOL / MEMBERSHIP OF PROFESSIONAL BODIES** |
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| **HYFFORDDIANT A DATBLYGIAD PROFFESIyNOL / training and professional development** |
| *Byddwch cystal â nodi manylion cyrsiau hyfforddiant a datblygiad proffesiynol a ymgymerwyd gennych yn ystod y 3 mlynedd ddiwethaf.* Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application |
| ***Dyddiadau cwrs*** **Course dates** | ***Hyd y cwrs*****Length of course** | ***Teitl y cwrs*****Course title** | ***Cymwysterau a gaed*****Qualification obtained** | ***Darparydd y Cwrs*** **Course provider** |
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| **STATWS ATHRO / teacher status** |
| ***Rhif cyfeirnod athro* / Teacher reference number** |  |
| ***Oes gennych SAT? /* Do you have QTS?** |  |
| ***Dyddiad derbyn trwydded /* Date of qualification** |  |
| ***A ydych dan orchymyn gwaharddiad athro wedi ei gyflwyno gan yr Ysgrifennydd Gwladol oherwydd camymddwyn?*****Are you subject to a teacher prohibition order issued by the secretary of state, as a result of misconduct?** |  |
| ***A ydych dan ataliad neu gyfyngiad gan y Cyngor Gweithlu Addysg.*** **Are you subject to an Education Workforce Council sanction or restriction?** |  |

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| **GWYBODAETH YCHWANEGOL / Additional information** |
| *Byddwch cystal â nodi unrhyw wybodaeth ychwanegol fyddai’n berthnasol i’r cais. Gallwch drafod sgiliau ychwanegol neu ddiddordebau arbennig.*Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.  |
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1. Llythyr Cais /Letter of application

*Byddwch gystal ag atodi llythyr yn esbonio pam yr ydych yn ymgeisio am y swydd yma a sut mae eich profiad, hyfforddiant a’ch nodweddion personol yn cyfateb i ofynion y swydd fel y maent wedi eu nodi yn y swydd ddisgrifiad a manylion person.*

Please attach a letter explaining why you wish to apply for this post and how your experience, training and personal qualities match the requirements of the post as set out in the job description and person.

1. Canolwr (Dim perthynas) / References (not relatives)

*Byddwch cystal â rhoi enw* ***2*** *berson fyddai’n gallu cynnig sylwadau ar eich addasrwydd i ymgymryd â’r swydd. Rhaid i un fod yn gyflogwr presennol neu eich cyflogwr diweddaraf. Os nad oeddech mewn cyflogaeth cyn gwneud eich cais, byddwch cystal â rhoi manylion person addas arall.*

*Mae’r Ysgol yn mynnu’r hawl i geisio unrhyw eirda arall a fyddai ym marn yr Ysgol yn briodol.*

*Byddwch cystal â gadael i’r sawl sy’n cael eu henwi gennych fel canolwr wybod eich bod wedi defnyddio eu henw ac y dylent ddisgwyl cais am eirda os cewch eich rhoi ar y rhestr fer.*

Please give the names of **2** people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.

The School reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

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| *ENW*Name | *EU PERTHYNAS Â CHI*Relationship to you | *CYFEIRIAD A CÔD POST*address and post code | *RHIF CYSYLLTU*contact number | *CYFEIRIAD* *E BOST*e mail address | *AI DYMA EICH CYFLOGWR PRESENNOL?*is this your current employer? |
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***Os yw y person a enwir gennych ar gyfer cael geirda yn eich adnabod wrth enw arall, byddwch cystal*** *â* ***nodi hynny yma. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**If either of your referees know you by a different name, please state here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| ***Os nad ydych yn dymuno i ni gysylltu*** *â****’ch canolwyr cyn eich cyfweliad rhowch groes yn y blwch yma.*** |  |
| **If you do not wish us to contact your referees prior to interview please place a cross in this box.** |  |

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| Datgelu Troseddau / Disclosure of Offences |
| **TROSEDDAU** *1. Yn unol â pholisi’r Ysgol, 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.* *Mae’n rhaid i chi ddatgelu rhai mathau o droseddau moduro ond nid oes raid i chi ddatgelu mân droseddau moduro.* *2. Cynghorir y Panel Penodi na ddylid cymryd unrhyw ystyriaeth o fân droseddau sy’n ymwneud, er enghraifft, â materion o gydwybod ac o egwyddor, ond pe gyfyd unrhyw anhawster yn y mater ceisir cyngor Cyfreithiwr yr Ysgol. Os bydd angen ei drafod ymhellach, bydd yn cael ei ystyried gan Gadeirydd y Corff Llywodraethol a’r Llywodraethwr sydd â chyfrifoldeb am faterion staff.* ***3. Gyda golwg ar swyddi sy’n ymwneud â phlant, nid yw’r gyfraith yn cydnabod bod unrhyw drosedd wedi’i ‘threulio’.*** ***4. Bydd yr Ysgol yn cysylltu â’r Gwasanaeth Datgelu a Gwahardd cyn cadarnhau penodiad i unrhyw swydd sy’n ymwneud â phlant .*****CONVICTIONS** 1. In accordance with the School’s policy you are asked to disclose details of all convictions which you have, including those awaiting judgement. However, it is not necessary for you to disclose any conviction which is spent.You must disclose details of various motoring offences, apart from minor motoring offences. 2. The appointing panel are advised not to take any consideration of minor offences which, for example deal with matters of principle and conscience, but if any difficulty arises the advice of the School Solicitor will be sought. If it needs to be discussed further, it will be brought before the Chairman of the Board of Governors and the Governor with responsibility for staff members. **3. The law does not recognise that any conviction is ‘spent’ for posts connected with children.** **4. The School will be contacting the Disclosure and Barring Service before confirming any appointment which is connected with children and/or vulnerable adults.** ***Manylion Troseddau/* Details of Offences:****‘*Rwyf yn cadarnhau fy mod wedi datgelu’r manylion am bob dedfryd droseddol sydd gennyf.*** **I confirm that I have disclosed details of every conviction that I have.****Os nad oes troseddau rhowch DIM / If there are no offences put NONE*****Llofnodwyd/Signed*****Dyddiad/*Date*** |

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| **NODIADAU I’R YMGEISWYR/ NOTES FOR CANDIDSATES** |
| *Gall rhoi gwybodaeth ffug neu wybodaeth sydd yn fwriadol gamarweiniol ar y ffurflen hon arwain at dynnu’n ôl y cynnig o swydd neu derfynu cyflogaeth.*Providing false or deliberate misleading information on this form could lead to an offer of employment being withdrawn or employment terminated.*Os byddwch yn llwyddiannus i gael cynnig swydd mae’n ofynnol eich bod yn cyflwyno pob tystiolaeth angenrheidiol sef prawf Deddf Mewnfudo, tystysgrifau cymwysterau a chwblhau ffurflen gais GDG er mwyn i’r Ysgol allu symud ymlaen gyda’r broses penodi. Mae Côd Ymarfer ar gyfer Unigolion Cofrestredig y GDG ar gael yma* ***https://www.gov.uk/government/publications/dbs-code-of-practice*** If you are successful in being offered the post you are required to submit all necessary evidence namely the Immigration Act test, qualification certificates and complete the DBS application form so that the School can proceed with the appointment process.The Code of Practice for DBS Registed Persons is available at [**https://www.gov.uk/government/publications/dbs-code-of-practice**](https://www.gov.uk/government/publications/dbs-code-of-practice)***Llofnod yr Ymgeisydd/*****Signature of Applicant** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Dyddiad***/**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. Monitro Cydraddoldeb / Equalities monitoring

*Mae’r Ysgol yn rhwymedig dan Gyfrifoldeb Cydraddoldeb y Sector Gyhoeddus i hyrwyddo cydraddoldeb i bawb. Er mwyn ein galluogi i asesu pryn ai ydym yn cyflawni’r cyfrifoldeb yma ai peidio, mae angen i ni gasglu’r wybodaeth isod.*

***Ni ddefnyddir*** *y wybodaeth yma yn ystod y broses dewis ymgeisydd. Fe’i defnyddir yn unig ar gyfer proses monitro.*

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

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| **Gwybodaeth MONITRO CYDRADDOLDEB / equalities monitoring information** |
| ***Beth yw eich dyddiad geni?*****Gwell gennyf beidio a dweud. Rhowch groes yma i ddynodi hynny [ ]****What is your date of birth?****I prefer not to say. Please put a cross here to indicate your choice. [ ]** | **D** | **D** | **M** | **M** | **B/Y** | **B/Y** | **B/Y** | **B/Y** |
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| ***Beth yw eich rhyw?*****What gender are you?** | ☐Gwryw/Male☐ Benyw/Female☐ Arall/ Other☐ Dewis peidio â dweud /Prefer not to say |
| ***Cenedligrwydd*/ Nationality**  |
| ☐ Cymro/Cymraes/ Welsh☐ Saesnes/Sais/ English☐ Albanes/Albanwr/ Scottish☐ Gwyddel/Gwyddeles/ Irish☐ Prydeinig /British☐ Arall/Other ☐ Gwell gennyf beidio â dweud/ I prefer not to say |
| ***Hil* / Race** |
| ***Gwyn* / White**☐ Cymro/Cymraes/ Welsh☐ Saesnes/Sais/ English☐ Albanes/Albanwr/ Scottish☐ Prydeinig /British☐ Gwyddel/Gwyddeles / Irish☐ Unrhyw gefndir gwyn arall/Any other White background***Asian neu Asian Prydeinig /* Asian or British Asian**☐Bangladeshi☐Indian☐Pacistani/ Pakistani☐Tseini /Chinese | ***Du neu Du Prydeinig* / Black or Black British**☐ Affrican /African☐ Caribian /Caribbean☐ Unrhyw gefndir du arall /Any other Black background***Cymysg* / Mixed**☐ Gwyn ac Asian / White and Asian☐ Gwyn ac Affrican Du / White and Black African☐Gwyn a Caribian Du / White and Black Caribbean☐ Unrhyw gefndir cymysg arall / Any other mixed background | ***Grwpiau Ethnig arall* /Other Ethnic groups**☐Arab☐ Unrhyw grwp ethnig arall /Any other ethnic group☐ Dewis peidio â dweud /Prefer not to say |
| ***Pryn o’r canlynol sy’n disgrifio eich cyfeiriadedd rhywiol?* /Which of the following best describes your sexual orientation?** |
| ☐ Deurywiol/Bisexual☐ Dyn Hoyw/Gay Man☐ Dynes Hoyw-Lesbian/ Gay Woman-Lesbian☐Heterorywiol neu stret/Heterosexual/straight☐Cyfunrhywiol/Homosexual | ☐Arall/Other☐Dewis peidio â dweud / Prefer not to say |
| ***Beth yw eich crefydd neu gred?* / What is your religion or belief?** |
| ☐Agnostic☐Anffyddiwr / Atheist☐Bwdydd / Buddhist☐Cristion /Christian☐Hindw / Hindu | ☐Jain ☐Iddewig / Jewish☐Mwslim /Muslim☐Dim crefydd /No religion | ☐Arall /Other☐Pagan☐Sikh ☐Dewis peidio â dweud / Prefer not to say |
| ***Beichiogrwydd a mamolaeth* / Pregnancy and maternity** |
| *A ydych yn feichiog*? /Are you pregnant?☐Ydw /Yes☐Nag ydw / No☐Dewis peidio â dweud / Prefer not to say | A ydych wedi rhoi genedigaeth yn ystod y flwyddyn ddiwethaf? /Have you given birth within the last 12 months?☐ Do / Yes☐ Naddo/ No☐Dewis peidio â dweud / Prefer not to say |
| ***A yw eich gweithgareddau ddiwrnod wrth ddiwrnod wedi eu cyfyngu yn arbennig felly oherwydd problemau iechydol neu anabledd sydd wedi parhau, neu a ddisgwylir i barhau, o leiaf 12 mis?*****Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** |
| ☐Ydynt /Yes☐Nag ydynt / No☐Dewis peidio â dweud / Prefer not to say |
| ***Os oedd eich ateb i’r cwestiwn uchod yn ‘ydynt’ byddwch cystal*** â ***nodi y math o rwystredigaeth. Ticiwch bob un sydd yn addas. Os nad oes unrhyw un o’r categoriau yn addas yna ticiwch ‘arall’.*****If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories apply, please mark ‘other’.** |
| ☐Rhwystredigaeth corfforol /Physical impairment☐Rhwystredigaeth synhwyraidd /Sensory impairment☐Rhwystredigaeth / anhawster dysgu /Learning disability/difficulty☐Salwch hir-dymor /Long-standing illness☐Cyflwr iechyd meddwl / Mental health condition☐Cyflwr datblygiadol /Developmental condition☐Arall / Other |

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| **Cadw’r Wybodaeth/ Keeping the Information:** |
| *Os yw eich cais yn llwyddiannus, carem gadw’ch manylion yn ddiogel a’u defnyddio er mwyn gwneud ystadegau gweithle i ddangos a ydym yn gyflogwr cyfle cyfartal. Ni fyddwn yn rhannu eich manylion na’u defnyddio am unrhyw reswm arall.**Nodwch isod os gwelwch yn dda os ydych yn fodlon i hyn ddigwydd.****YR WYF*** *yn fodlon i’r ysgol gadw a defnyddio fy manylion i’r pwrpas a amlinellir uchod yn unig**Enw (Print). Arwyddwyd: Dyddiad:****NID WYF*** *yn fodlon i’r ysgol gadw a defnyddio fy manylion i’r pwrpas a amlinellir uchod yn unig**Enw (Print). Arwyddwyd: Dyddiad:*If your application is successful, the school would like to keep your details safely and use them to produce our workforce statistics to show whether or not we are an equal opportunities employer. We will not use them for any other purpose. Please indicate below if you are willing for this to happen.**I AM** willing for the school to keep and use my details for the purpose outlined aboveName (Print) Signed Date**I AM NOT** willing for the school to keep and use my details for the purpose outlined above\Name (Print) Signed Date |

***NODER/*NOTE**

***Dylid dychwelyd y ffurflen gais i’r cyfeiriad sydd wedi ei nodi yn yr hysbyseb ddim hwyrach na’r dyddiad cau.***

***The application form should be returned to the address shown in the advert by no later than the closing date.***