

## Submitting Your Application – Page-By-Page Practical Tips External Applicants

These guidance notes provide useful information to help you complete and submit your application accurately.

### How to Access the Web Recruitment System

Select 'new user registration' if you haven't previously applied for a role.

The screenshot shows the Cardiff Metropolitan University website with a navigation menu at the top. The main content area is titled 'Jobs at Cardiff Met' and features a 'Search for job' sidebar on the left. The 'New user registration' link is highlighted in the sidebar. The main content area displays the 'New user registration' form, which includes fields for Title, Forename, Surname, Email address, Confirm email address, User Name, Password, and Confirm password. A 'Submit' button is located at the bottom of the form.

### New Users

- Select '**New User Registration**' and create a User Name and Password.
- The password needs to be at least 6 characters long and contain at least one numeric value.
- A confirmation email containing your details will be sent to the email address you supplied once you have registered.
- You will need to use these credentials each time you apply for a job at Cardiff Metropolitan University which will enable a history of your applications to be accessible under one account.

### Existing Users

- Existing users can login with the details used previously when registering/applying.

Insert your Username and Password, then select log in.

The screenshot shows the Cardiff Metropolitan University website with a navigation menu at the top. The main content area is titled 'Jobs at Cardiff Met' and features a 'Search for job' sidebar on the left. The 'Apply for Job' link is highlighted in the sidebar. The main content area displays the 'Apply for Job' form, which includes fields for User Name and Password. A 'Log in' button is located at the bottom of the form.

Version Control

Established: February 2018

Updated: N/A

Version: 1.1

## System Lock Out

- If you enter incorrect login details 3 times in succession, your account will be deactivated.
- Please contact Human Resources to reactivate your account. You can contact Human Resources by selecting the '**Contact us**' link.

## Forgotten Password

- Click on '**Forgotten Password**' on the left-hand menu and enter the required information to be sent a 'reset' link to your email account.

**Tip: Please note that the link is only valid for six hours from the time it is sent to you.**

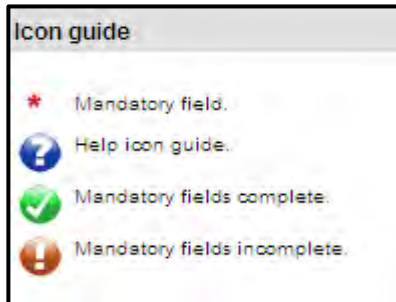
The screenshot shows the Cardiff Metropolitan University website. The left-hand menu has 'Forgotten password' circled. A blue callout bubble points to it with the text 'Select the 'forgotten password' link'. The main content area is titled 'Forgotten password' and contains a form with the following fields: Forename, Surname, Email address, and User Name. A blue callout bubble points to these fields with the text 'Complete the information to request a 'reset' link'. Below the fields are 'Submit' and 'Back' buttons. A note above the form states: 'Please enter the details below and select 'Submit'. You should receive an email within the next 15 minutes containing a link that will enable you to reset your password. If you've entered an incorrect password 3 times your account will be deactivated, please contact Human Resources.'



## Completing the Application Form

- The online application form is split into sections called application pages.

### Moving Through the Pages

- Before you start to complete your application form, you will be taken to the application summary page. This will show the application pages that you will need to complete your application.



- The icons next to the heading will help you track your progress by telling you whether a page is complete or not. When the mandatory fields on each application page have been completed, the  icon will be displayed against that page.
- Applications can only be submitted when all pages display the  symbol.
- Mandatory fields are identified with a red star \*
- Navigate through the application pages by using the **'save and summary'** button to take you back to the summary page. You can select the **'previous'** button to return to the previous page, or the **'next'** button to save the details entered and move on.

**Tip: Avoid using the 'back' button on your web browser whilst completing your application as you may lose information you've entered.**

### Reviewing Your Application

- You have the option to review your application by selecting the **'print preview'** button on the summary page. As well as being able to view the application form, this will give you the option to print the application form.

### Part – Complete Applications

- You can return to completing an application at any point during the application process but you must save your data before logging out.
- If you leave your application open while taking a break, the system will eventually time out.
- To access your application again, you will need to close down your web browser, reopen and log back in. Part-completed applications are saved under the **'My applications'** section.

### Closing Date

- All Cardiff Metropolitan University vacancies close at midnight (GMT/BST) on their specified closing date.

## Applicant Details Page

- In this section you will need to provide your personal details (e.g. your name, address and contact details). Please ensure that you provide an email address and telephone number in the **Contact details** section. To add more than one contact detail, please select the **'add'** button.
- If you've used the online system recently, your address should be shown below the blank fields.
- Please check these, and if necessary, update your details by selecting **'edit'**'. Once you've finished, select **'next'**'.

Emma Log off

**Applicant details**  
Page 1 of 16

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**Personal details**

Title    
Forename   
Forename-2   
Forename-3   
Surname   
Previous surname   
Email address

Are you a United Kingdom European Community or European Economic Area citizen?    
Do you hold a current driving licence?    
Are you a car owner?

---

**Address details**

The item has been successfully removed

House Name   
Number/Street   
Local Area   
Town/City   
County   
Postcode

Consisting of House Name, Number/Street, Local Area, Town/City, County, Postcode. Country or Mailing address will require Address type to be completed

Address type    
Country    
Mailing address

---

**Type of applicant**

Type of applicant

---

**Media**

Where did you see the post advertisement?    
If other, please provide details

---

**Contact details**

Please ensure that you provide an email address and telephone number in this section. To add more than one contact detail please select the add button.

Contact type    
Contact detail

---

**Further information**

Date of birth (dd/mm/yyyy)    
National Insurance Number

[Summary and Save](#)

Some personal information is gathered when you create your account

## Employment History Page

- For start and end dates of your previous jobs, all dates must be entered in the following format: dd/mm/yyyy. Alternatively you can use the calendar icon to select the relevant dates.
- If you have previously submitted an application, your employment history details will be saved in the blank fields.

The screenshot shows the 'EMMA Employment history' page. The main section is titled 'Employment history (Starting with your current or most recent employer)'. It contains a form with the following fields: Company name, Company type, Number/Street, Local Area, Town/City, County, Postcode, and Country (with a 'Please select' dropdown). Below these are fields for Employment start date (dd/mm/yyyy), Employment end date (dd/mm/yyyy), and Job details (a large text area). There are also 'Salary' and 'Reason for leaving' dropdown menus. At the bottom of the form are 'Add' and 'Remove' buttons. A 'Current employment' section is visible below, with a note: 'Please complete the field below with the memory period of your current role.' and a 'Remembered' field. At the very bottom are 'Previous', 'Summary and Save', and 'Next' buttons.

**Callout 1 (left):** The job details section is limited to 4,000 characters (including spaces)

**Callout 2 (right):** All periods of employment should be detailed. Select 'Add' to attach additional periods of employment

## Qualifications

- In this section you will need to provide details of any qualifications you hold. Please select the subject from the dropdown list and complete all relevant information relating to the qualification.
- If you have previously submitted an application, your qualification details will be saved.
- If your qualification doesn't appear in the subject, please complete the 'Please specify any qualification that you are unable to enter above' box with all of the relevant information.
- If you are working towards a qualification please complete this in the 'Please specify any qualifications that you are currently working towards' box.

The screenshot shows a web form titled "Qualifications and memberships" with a "Log off" link in the top right corner. The page is identified as "Page 3 of 10". The main heading is "Qualifications".

The form contains several sections:

- A section titled "Completing Qualification level. Please of learning. Qualification date obtained or Qualification/achievement/grade will require Subject to be completed." This section includes a "Subject" dropdown menu with the following options: Academic Studies in Education, Accounting, Aerospace Engineering, African Studies, Agricultural Sciences, Agriculture, American Studies, Anatomy, Physiology and Pathology, and Ancient Language studies.
- A section titled "Completing Subject. Please of learning. Qualification date obtained or Qualification/achievement/grade will require Qualification level to be completed." This section includes a "Qualification level" dropdown menu and a "Please of learning" dropdown menu.
- Two large text input boxes for "Please specify any qualification that you are unable to enter above" and "Please specify any qualifications that you are currently working towards".

Two blue callout boxes provide instructions:

- The left callout box points to the "Please specify any qualifications that you are currently working towards" box and contains the text: "Complete this section if you are working towards any qualifications".
- The right callout box points to the "Please specify any qualification that you are unable to enter above" box and contains the text: "If your qualification doesn't appear in the subject, complete this section".

## Professional Memberships

- Use the professional membership section to update any memberships you have to relevant professional bodies.
- If you have previously submitted an application, your professional membership details will be saved.
- If your professional membership body doesn't appear in the list, please complete the *'Please enter any professional memberships that you are unable to enter above'* box.



The screenshot shows a web form titled "Professional memberships". It contains several input fields and dropdown menus. The first section has a dropdown for "Membership name" with a "Please select" prompt. Below it are fields for "Membership number" and "Membership level" with a "Please select association" dropdown. The second section has a dropdown for "Membership name" with a "Please select" prompt, and fields for "Date added (dd/mm/yyyy)" and "Expiry date (dd/mm/yyyy)". At the bottom, there is a large empty text box with the label "Please enter any professional memberships that you are unable to enter above". A blue callout box points to this text box with the text: "If the professional membership body doesn't appear in the list, complete this section". At the very bottom of the form, there are three buttons: "Previous", "Summary and Exit", and "Next".

## Supporting Information Page

- This section requires you to provide further evidence of how you meet the selection criteria in the person specification for the post.

**Tip: Remember to save your work regularly by selecting the 'save and summary' button at the bottom of the screen. Please note that each section is limited to 6,000 characters (including spaces)**

**Tip: It's a good idea to type your supporting statement in another application first, such as Microsoft Word, then copy and paste the text into the box on the form. However, any formatting may be lost when you paste.**

The screenshot shows a web form titled 'Supporting information' on page 4 of 10. The user's name 'Emma' is in the top left, and a 'Log off' link is in the top right. The main heading is 'Supporting information' in red. Below it, the text reads: 'Further information in support of your application. Please provide any further evidence of the extent to which you meet the selection criteria in the person specification for this post. If relevant, please specify how you have kept your knowledge and skills up to date, examples of your achievements, any professional activity and training (subject and level). NOTE: THE MAXIMUM LENGTH OF EACH SECTION HAS BEEN RESTRICTED TO 6,000 CHARACTERS (INCLUDING SPACES)'. The section 'Education and qualifications' is highlighted in grey. It contains two text input fields with labels 'Education and qualifications - Essential' and 'Education and qualifications - Essential'. A blue callout box on the right contains the text: 'Each section is limited to 6,000 characters (including spaces)'.



## References

- Anyone applying for a job at Cardiff Metropolitan University must provide details of referees and offers of employment are subject to the receipt of satisfactory references.
- You will need to provide details of two referees including email address and telephone number. Referees must have direct knowledge of your work and must include your most recent employer. If you do not have a recent employer, references related to unpaid employment, for example, in voluntary organisations, may be appropriate.
- Character references from friends and relatives are not acceptable.
- School leavers and graduates may give names of lecturers/tutors/head teachers and any temporary or work experience employer, as appropriate. Please ensure your referees are in a position to respond promptly.

***Please note: referees will be contacted upon the identification of a preferred candidate following the interview process.***

The image shows a screenshot of a web form titled 'References' for a user named 'Emma'. The form is on page 5 of 10. It includes a 'Reference guidelines' section with instructions to provide two relevant referees, one of whom must be the current employer. Below this, there are two sections for 'Reference 1' and 'Reference 2'. Each section contains input fields for: Referee name, Referee job title, Working relationship, Company name and address, Email address, and Contact telephone number. A blue callout box on the right side of the form contains the text: 'All sections will need to be completed for two referees. Referees will only be contacted upon identification of a preferred candidate following the interview process.'

## Sensitive Information

In keeping with Cardiff Metropolitan University's Equal Opportunities Policy, we welcome applications from all sections of the community. Individuals are selected, promoted and treated on the basis of their merits and ability.

The University holds the Two Ticks disability symbol and is positive about disabled people. We will interview all disabled applicants who meet the essential criteria on the person specification and consider them on their abilities.

The equal opportunities monitoring information you provide will be treated in confidence.

This information is **not** provided to the selection panel. However, the Chair of the Panel is informed if any candidate has declared a disability as the University holds the Two Ticks disability symbol and interviews all disabled applicants who meet the essential criteria on the person specification.

The equal opportunities monitoring information is stored by the HR department for up to 12 months and then is destroyed if you are unsuccessful. Relevant information will be extracted and included in your staff record held on the secure HR system database if you are appointed.

**Sensitive information**  
Page 6 of 10

We need to collect additional information in order to ensure that we meet our statutory responsibilities (the General Duties under the Equality Act 2010 and the Public Sector Equality Duty in Wales), to measure the effectiveness of our policy, ensure that all applicants continue to be treated equitably, and equally with regard to the statutory protected characteristics, and monitor the success rate of applicants with protected characteristics. The information is collated and published as part of the University's annual reporting process. The protected characteristics for the purposes of the Act are: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, and sexual orientation.

We would very much appreciate this information. However, if you do not wish to provide all or some of it you may use the 'prefer not to say' option. This will not affect the selection process. If you have any queries or would like further information on Equality & Diversity monitoring please contact equalities@cardiffmet.ac.uk.

**Sensitive information**

Gender  \*

Ethnic origin  \*

Marital status  \*

Nationality  \*

Religion  \*

Sexual orientation  \*

Disability  \*

Disability description  \*

Is your gender identity the same as the gender you were assigned at birth?  \*

**National identity**  
Please choose either one or two from the following lists (Classifications in line with HEFCW).

National identity 1  \*

National identity 2 (Optional)

**Pregnancy & maternity**

Are you currently pregnant or have you been pregnant in the last year?  \*

In the past year have you taken any maternity leave?  \*

Emma Log off

**Sensitive Information**

Page 6 of 10

We need to collect additional information in order to ensure that we meet our statutory responsibilities (the General Duties under the Equality Act 2010 and the Public Sector Equality Duty in Wales), to measure the effectiveness of our policy, ensure that all applicants continue to be treated equitably, and equally with regard to the statutory protected characteristics, and monitor the success rate of applicants with protected characteristics. The information is collected and published as part of the University's annual reporting process. The protected characteristics for the purposes of the Act are: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, and sexual orientation.

We would very much appreciate this information. However, if you do not wish to provide all or some of it you may use the 'prefer not to say' option. This will not affect the selection process. If you have any queries or would like further information on Equality & Diversity monitoring please contact [equities@gcu.ac.uk](mailto:equities@gcu.ac.uk).

**Sensitive Information**

Gender   Ethnic origin   Marital status   Religion   Sexual orientation   Disability

Do you currently identify yourself as transgender?  Please select

Does your gender identity match your one as registered at birth?  Please select

**National identity**

We are obliged to report to the Higher Education Statistics Agency (HESA) on the national identity of our staff. This is different to both nationality and ethnicity, as that national identity is how you view yourself.

National identity  Please select

National identity (optional)  Please select

**Pregnancy & maternity**

Are you currently pregnant or have you been pregnant in the last year?  Please select

In the last year have you taken any maternity leave?  Please select

The information you provide will be treated in confidence. This information is **NOT** provided to the selection panel.

**Additional Information**

**Unspent Convictions**

You are not required to give information on 'spent' convictions under the Rehabilitation of Offenders Act 1974 unless the post has been identified as an exception to the Act, in which case please complete the Rehabilitation of Offenders Act Declaration section below. Please see the person specification for confirmation of whether the post for which you are applying is subject to a Disclosure and Barring Service (DBS - formally CRB) check and has, therefore, been identified as an exception to the Act.

**Rehabilitation of Offenders Act 1974 Declaration**

You are only required to complete this section if the post for which you are applying requires a DBS (formally CRB) check and has, therefore, been identified as an exception to the Rehabilitation of Offenders Act 1974. Please see the person specification for confirmation of whether the post is subject to a DBS check.

Home > Jobs At Cardiff Met

If you're having problems completing your application please contact: [humanresources@cardiffmet.ac.uk](mailto:humanresources@cardiffmet.ac.uk) or telephone 02920 416 111 / 02920 416 112

Emma Log off

**Search for job**

Existing user login

Forgotten password

My applications

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Welsh

**Additional information**

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Unspent convictions

You are not required to give information on 'spent' convictions under the Rehabilitation of Offenders Act 1974 unless the post has been identified as an exception to the Rehabilitation of Offenders Act Declaration section below. Please see the person specification for confirmation of whether the post is subject to a Disclosure and Barring Service (DBS) check and therefore identified as an exception to the Act.

Do you have any unspent convictions?  \*

If yes, please provide details.

Rehabilitation of Offenders Act 1974 declaration

You are only required to complete this section if the post for which you are applying requires a DBS (formally CRB) check and has therefore been identified as an exception to the Rehabilitation of Offenders Act 1974. Please see the person specification for confirmation of whether the post is subject to a DBS check.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by Cardiff Metropolitan University.

Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Have you ever been charged with, or summoned, or cautioned, or convicted of, or had an Order made against you (including binding over) by any Court or Martial, or any Commanding Officer of the Armed or Merchant Services or been convicted for any Armed Disciplinary Offence?

If yes, please provide details.

I confirm that the details of my convictions, of which you should be aware in considering my application for the above mentioned post have been declared?

Declaration  \*

Previous Summary Next

If you have stated 'yes' to convictions, please ensure that you include the conviction, date and type of sentence.

You are only required to complete this section if the post for which you are applying requires a DBS (formally CRB) check and has therefore been identified as an exception to the Rehabilitation of Offenders Act 1974.

## Languages

- This section is a continuation of equal opportunities monitoring information. The information that is provided in this section will be treated in confidence and is not provided to the selection panel.

Cardiff Metropolitan University | Prifysgol Metropolitan Caerdydd

Home | Jobs At Cardiff Met

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Emma [Log off](#)

**Search for job**

Existing user login

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**Languages**

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Languages

Can you speak Welsh?

Can you write in Welsh?

Can you read Welsh?

Can you understand Welsh?

Are you able to speak any other languages?

If yes, please state language(s):

Are you able to teach through the medium of Welsh?

Are you currently teaching through the medium of Welsh?

[Previous](#) [Summary](#) [Next](#)

## Attachments

**Please note: attachments are only applicable for academic and research positions.**

- The document needs to be attached separately by selecting the **'browse'** button. The file size limit is 5MB.
- Please make sure the attachment is clearly labeled with your name e.g.JsmithCV.doc

Cardiff Metropolitan University Prifysgol Metropolitan Caerdydd

Home > Jobs At Cardiff Met

If you having problems completing your application please contact: [humanresources@cardiffmet.ac.uk](mailto:humanresources@cardiffmet.ac.uk) or telephone 02920 416 111 / 02920 416 112

Emma Log off

**Search for job** **Attachments**

Existing user login Page 9 of 10

Forgotten password

Applicants for lecturing and research posts (and others, where appropriate) should attach to this application separate documents containing details of research, consultancy and publications.

Attachments

Attachment

Previous Summary Next

**The document size must be less than 5MB.**

**Your CV should be uploaded here. You are able to upload one document.**

For Applicants: Courses, Open Days, How to Apply, International Students, Accommodation, Student Life, Student Services

For Staff and Students: Term Dates, Staff Portal, Student Portal, Blackboard, Alumni, Accessibility, Learning Centres

About Cardiff Met: News and Press, Events, Cardiff Met Sport, Conference Services, Campuses and Locations, Support Us, Employability

Academic Schools: School of Art & Design, School of Education, School of Health Sciences, School of Sport, School of Management, Partnerships, Widening Access

Search for job Emma Log off

Existing user login

Forgotten password

My applications

My profile

Contact us

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**Application summary** Administrator

Please complete the application pages as listed below. The icons will indicate when a page is completed which will help you to track your progress through the pages.

**Application pages**

- 🔴 Applicant details
- 🔴 Employment history
- 🔴 Qualifications and memberships
- 🔴 Supporting information
- 🔴 References
- 🔴 Sensitive information
- 🔴 Languages
- 🔴 Additional information
- 🟢 Attachments
- 🔴 Declaration

**Other options**

- 🖨️ Print preview (Opens in new window)

**Documents attached**

- 📎 Capture PNG ✖

The apply button will be activated when all mandatory fields have been completed.

Selecting delete will permanently remove your application.

For reference, the application closing date and job details are shown below:

**Job details**

Job reference	15REQ0000026
Job title	Administrator
End date	
Salary	22000-25000

Good luck with your application.

**Note: the document doesn't show as attached on this page. Go to the summary (home) page to see the attachment is there.**

## Declaration

- You must tick the box agreeing to the terms of the declaration on the page to submit your application.
- Select **'Summary'** to save the details you've entered and return to the summary page.

Search for job

Existing user login

Forgotten password

My applications

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Contact us

Welsh

Emma

Log off

### Declaration

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Declaration

Please note that the information contained in your application is collected to confirm references, verify educational background and for any other purposes to facilitate the recruitment process.

In terms of the Data Protection Act 1998, you are entitled to a copy of certain personal data held by us on submission of a written request. If your application is unsuccessful, the University will hold your application and the information contained therein for up to 12 months. In the event of your application resulting in the offer and acceptance of a position at the University, your personal information will held in the University's staff database.

I understand that providing false or misleading information will disqualify me from appointment or, if appointed, will render me liable to dismissal without notice. I declare that the information I have given is, to the best of my knowledge, true and complete.

Please affirm your agreement with the declaration  \*

End of application form

You must click the Apply button on the Application summary page when all mandatory fields have been completed.

Please click the 'Summary' button below to return to the Application summary.

Previous Summary

You must tick to agree with the terms of the declaration to submit your application.

## Submitting Your Application

- Once you are happy with your application and have ensured that all of the icons on the summary page are green to show that the mandatory fields have been completed.
- Before submitting your application, check thoroughly that all the details are correct and ensure that all the icons on the summary page are green to show that you have completed all of the mandatory fields.

**Tip: the Apply button will only be activated when all mandatory fields have been completed.**

**Search for job** Emme [Log off](#)

Existing user login Administrator

Forgotten password

My applications

My profile

Contact us

Please remember to press the button to submit your application once you have completed to your satisfaction.

**Apply**

Please complete the application pages as listed below. The icons will indicate when a page is completed which will help you to track your progress through the pages.

**Application pages**

- ✔ Applicant details
- ✔ Employment history
- ✔ Qualifications and memberships
- ✔ Supporting information
- ✔ References
- ✔ Sensitive information
- ✔ Languages
- ✔ Additional information
- ✔ Attachments
- ✔ Declaration

**Other options**

- Print preview (Opens in new window)

**Documents attached**

- Capture.PNG ✖

For reference, the application closing date and job details are shown below.

**Job details**

Job reference	15REQ0000026
Job title	Administrator
End date	
Salary	22000-25000

Good luck with your application.

**Icon guide**

- Mandatory field.
- Help icon guide.
- Mandatory fields complete.
- Mandatory fields incomplete.
- File attachment.

The apply button will be activated when all mandatory fields have been completed.

Selecting delete will permanently remove your application.

**Apply**

**Delete**

**When the icons are green all mandatory details have been completed**



## Vacancy Updates and Part Saved Applications

### Part Saved Applications

- You are able to leave and return to an application prior to the closing date.
- You are able to view part saved 'in progress' applications in the 'My Applications' section of the website.
- To update an 'in progress' application select 'update' on the appropriate vacancy and you will be taken to the application summary page to continue completing your application form.

Home: > Jobs At Cardiff Met

Search for job

Existing user login

Forgotten password

My applications

My profile

Contact us

Log off

### Application Details:

User Name: [REDACTED]  
Email address: [REDACTED]

In progress applications:  
Your 'in progress' applications are listed below. To update or submit your application, select the corresponding 'Update' button.

Vacancy Name	Vacancy Reference Number	Closing Date	Process application
Strategy Development Officer (Risk Management)	16REQ0000113	03/03/2016	<b>Update</b>

[Job search]

Select 'My Applications'

Select 'Update' and this will take you through to the application summary page to continue the application summary page of the application form.

### My Applications

- You are able to view submitted applications, in progress applications and interview details in the '**My applications**' section of the website.
- To view a copy of an application you have submitted, select the application you wish to view and select send email. A PDF of the document will be emailed to your registered email address.

Search for job

Existing user login

Forgotten password

My applications

My profile

Contact us

Welsh

Log off

### Application Details:

User Name: EMSWIL  
Email address: emsjwil82@outlook.com

Current interviews:  
You have been invited to attend an interview for the vacancies listed below. Please click the 'Book now' button to arrange a convenient interview time. Once booked, you can click the 'Details' button to view your interview details.

Vacancy Name	Vacancy Reference Number	Interview Date Time	
test july	15REQ0000028		<b>Book now</b>

Submitted applications:  
Your 'submitted applications' are listed below. To request a copy of your application, select the corresponding tick-box and then select 'Send'. A .pdf file will be automatically emailed to your registered email address.

Vacancy Name	Vacancy Reference Number	Select
Administrator	15REQ0000026	<input type="checkbox"/>
em test	15REQ0000015	<input type="checkbox"/>
test july	15REQ0000028	<input type="checkbox"/>

**Send email**

[Job search]

To view a PDF of your application tick the relevant box and select send email

## Cyflwyno'ch Cais - Cyngor Ymarferol Tudalen-wrth-Dudalen Ymgeiswyr Allanol

Mae'r nodiadau canllaw hyn yn darparu gwybodaeth ddefnyddiol i'ch helpu i lenwi a chyflwyno eich cais yn gywir.

### Sut i gael Mynediad i'r System Recriwtio ar y We

The screenshot shows the Cardiff Metropolitan University website. The main heading is 'Cofrestru defnyddiwr newydd' (New User Registration). Below the heading, there is a form with several input fields: 'Enw blaen' (First Name), 'Cyfenw' (Surname), 'Cyfeiriad e-bost' (Email Address), 'Cadarnhau cyfeiriad e-bost' (Confirm Email Address), 'Cyfrinair' (Password), and 'Cadarnhau cyfrinair' (Confirm Password). There is a 'Dewiswch' (Select) dropdown menu for 'Teitl' (Title). A blue callout box points to the 'Dewiswch' dropdown menu with the text: 'Dewiswch 'Cofrestru defnyddiwr newydd' os nad ydych wedi gwneud cais am rôl o'r blaen.' (Select 'New User Registration' if you have not yet made an application for a role.)

### Defnyddwyr Newydd

- Dewiswch '**Cofrestru defnyddiwr newydd**' a chreu Enw Defnyddiwr a Chyfrinair.
- Rhaid i'r cyfrinair fod o leiaf 6 nod o hyd a chynnwys o leiaf un nod rhifol.
- Anfonir e-bost i gadarnhau fydd yn cynnwys eich manylion at y cyfeiriad e-bost a ddarparwyd gennych ar ôl i chi gofrestru.
- Bydd angen i chi ddefnyddio'r manylion hyn bob tro y byddwch yn ymgeisio am swydd ym Mhrifysgol Fetroplitan Caerdydd a fydd yn galluogi mynd at hanes eich ceisiadau o dan un cyfrif.

### Defnyddwyr Presennol

- Gall defnyddwyr presennol fewngofnodi gyda'r manylion a ddefnyddiwyd yn flaenorol wrth gofrestru/gwneud cais.

The screenshot shows the Cardiff Metropolitan University website. The main heading is 'Ymgeisio am swydd' (Apply for a Job). Below the heading, there is a form with two input fields: 'Enw Defnyddiwr' (Username) and 'Cyfrinair' (Password). Below the input fields, there is a question: 'Cofrestru defnyddiwr newydd Anghofio'ch cyfrinair?' (New User Registration Forgot your password?). At the bottom of the form, there are two buttons: 'Mewngofnodi' (Log In) and 'Nol' (No). A blue callout box points to the 'Mewngofnodi' button with the text: 'Rhowch eich Enw Defnyddiwr a'ch Cyfrinair, yna dewiswch log' (Enter your Username and Password, then select log).

## Cloi Allan o'r System

- Os byddwch chi'n nodi'r manylion mewngofnodi anghywir 3 gwaith yn olynol, bydd eich cyfrif yn cael ei atal.
- Cysylltwch ag Adnoddau Dynol i ailweithredu eich cyfrif. Gallwch gysylltu ag Adnoddau Dynol trwy ddewis y linc 'Cysylltu a ni'.

## Anghofio cyfrinair

- Cliciwch ar **'Anghofio'ch cyfrinair'** ar y ddewislen ar y chwith a nodwch y wybodaeth angenrheidiol er mwyn anfon linc ailosod i'ch cyfrif e-bost.

**Cyngor: Sylwer bod y linc yn ddilys am chwe awr yn unig o'r amser y caiff ei hanfon atoch chi.**

Cardiff Metropolitan University | Prifysgol Metropolitan Caerdydd

Home | About | Study | International | Partnerships | Research | Business | Alumni

Chwilio am swydd

Mewngofnodi defnyddiwr presennol

**Wedi anghofio'r cyfrinair**

Fy nghesiadau

Fy mhroffil

Cysylltu a ni

English

**Anghofio'r cyfrinair**

Rhowch y manylion isod a dewiswch 'Cyflwyno'. Dylech dderbyn e-bost o fewn y 15 munud nesaf a fydd yn cynnwys doleri a fydd yn eich galluogi i ail-osod eich cyfrinair. Os ydych chi wedi rhoi cyfrinair anghywir 3 gwaith, bydd eich cyfrif yn cael ei diactifadu, cyysylltwch ag Adnoddau Dynol.

Enw blaen

Cyfenw

Cyfeiriad e-bost

Enw Defnyddiwr

Mae'r seren yn dangos y meysydd garfolod y bydd rhaid eu cwblhau.

Dewiswch y ddolen 'Anghofio'r cyfrinair'

Llenwch y wybodaeth i ofyn am linc 'ailosod'

## Llenwi'r Ffurflen Gais



- Mae'r ffurflen gais ar-lein wedi'i rhannu'n adrannau a elwir yn dudalennau cais

## Symud Trwy'r Tudalennau

- Cyn i chi ddechrau llenwi eich ffurflen gais, cewch eich cyfeirio at y dudalen crynodeb o'r cais. Bydd hyn yn dangos y tudalennau cais y bydd angen i chi eu llenwi i gyflwyno'ch cais.

Icon guide

- \* Mandatory field.
- ? Help icon guide.
- ✓ Mandatory fields complete.
- ! Mandatory fields incomplete.

- Bydd yr eiconau ger y pennawd yn eich helpu i olrhain eich cynnydd trwy ddweud wrthyhch a yw tudalen yn gyflawn ai peidio. Pan fydd y meysydd gorfodol ar bob tudalen gais wedi'u llenwi, bydd yr eicon  yn cael ei arddangos yn erbyn y dudalen honno.
- Dim ond pan fydd pob tudalen yn dangos y symbol  y gellir cyflwyno ceisiadau
- Nodir meysydd gorfodol gyda seren goch \*
- Ewch trwy dudalennau'r cais trwy ddefnyddio'r botwm '**Crynodeb & Cadw**' i fynd â chi yn ôl i'r dudalen crynodeb. Gallwch ddewis y botwm '**Blaenorol**' i ddychwelyd i'r dudalen flaenorol, neu'r botwm '**Nesaf & Cadw**' i arbed y manylion a gofnodwyd a symud ymlaen.

**Cyngor: Peidiwch â defnyddio'r botwm 'back' ar eich porwr gwe wrth lenwi eich cais oherwydd gallech gollu'r wybodaeth rydych wedi'i chofnodi.**

### **Adolygu eich Cais**

- Mae gennych yr opsiwn i adolygu'ch cais trwy ddewis y botwm 'print preview' ar y dudalen crynodeb. Yn ogystal â gallu gweld y ffurflen gais, bydd hyn yn rhoi'r opsiwn i chi argraffu'r ffurflen gais.

### **Ceisiadau wedi'u Rhannol Lenwi**

- Gallwch ddychwelyd i lenwi cais ar unrhyw adeg yn ystod y broses ymgeisio ond rhaid i chi arbed eich data cyn i chi allgofnodi.
- Os byddwch yn gadael eich cais yn agored wrth gymryd egwyl, bydd y system yn cau i lawr yn y pen draw.
- I gael mynediad at eich cais eto, bydd angen i chi gau eich porwr gwe, ei ailagor a mewngofnodi eto. Caiff ceisiadau wedi'u rhannol lenwi eu cadw o dan yr adran '**Fy ngheisiadau**'.

### **Dyddiad cau**

- Mae holl swyddi gwag Prifysgol Metropolitan Caerdydd yn cau am hanner nos (GMT / BST) ar eu dyddiad cau penodedig.

### **Tudalen Manylion yr Ymgeisydd**

- Yn yr adran hon bydd angen i chi ddarparu'ch manylion personol (ee eich enw, eich cyfeiriad a'ch manylion cyswllt). Sicrhewch eich bod yn darparu cyfeiriad e-bost a rhif ffôn yn yr adran manylion cyswllt. I ychwanegu mwy nag un manylyn cyswllt, dewiswch y botwm '**Ychwanegu**'.

Os ydych chi wedi defnyddio'r system ar-lein yn ddiweddar, dylai fod eich cyfeiriad i'w weld o dan y meysydd gwag.

- Gwiriwch y rhain, ac os oes angen, diweddarwch eich manylion trwy ddewis '**Golygu**'. Unwaith y byddwch chi wedi gorffen, dewiswch '**Nesaf & Cadw**'.





## Cymwysterau

- Yn yr adran hon bydd angen i chi roi manylion unrhyw gymwysterau sydd gennych. Dewiswch y pwnc o'r gwymplen a llenwch yr holl wybodaeth berthnasol sy'n ymwneud â'r cymhwyster.
- Os ydych chi wedi cyflwyno cais yn y gorffennol, bydd manylion eich cymwysterau wedi'u harbed.
- Os nad yw'ch cymhwyster yn ymddangos yn y rhestr pynciau, llenwch y blwch *'Rhowch fanylion unrhyw gymwysterau na allech eu rhoi i mewn uchod'* gyda'r holl wybodaeth berthnasol.
- Os ydych chi'n gweithio tuag at gymhwyster, cwblhewch hyn yn y blwch *'Rhowch fanylion unrhyw gymwysterau na allech eu rhoi i mewn uchod'*.

The screenshot shows a web form titled 'Cymwysterau ac aelodaethau'. The form contains several sections for entering details about qualifications and membership. Two blue callout boxes provide instructions:

- The top callout box points to a dropdown menu and says: "Os nad yw'ch cymhwyster yn ymddangos yn y rhestr pynciau, llenwch yr adran hon".
- The bottom callout box points to a text input field and says: "Llenwch yr adran hon os ydych chi'n gweithio tuag at unrhyw gymwysterau".

## Aelodaeth Broffesiynol

- Defnyddiwch yr adran aelodaeth broffesiynol i ddiweddarau unrhyw aelodaeth sydd gennych o gyrrff proffesiynol perthnasol.
- Os ydych chi wedi cyflwyno cais yn flaenorol, bydd eich manylion aelodaeth broffesiynol wedi'u harbed.
- Os nad yw'ch corff aelodaeth broffesiynol yn ymddangos yn y rhestr, cwblhewch y blwch *'Nodwch unrhyw aelodaeth broffesiynol nad fedrwrch nodi uchod'*

**Aelodaethu proffesiynol**

Yn gyfarfod Llefwrdd Aelodaeth Proffesiynol ar Ddyddiad 10 Ionawr 2024 i ddiwedd ym 11 Ionawr 2024

Enw Aelodaeth: [Deddfwrdd]

Rhif Aelodaeth: [ ]

Llefa Aelodaeth: [Deddfwrdd Cyffwrdd]

Yn gyfarfod Llefwrdd Aelodaeth ar Ddyddiad 10 Ionawr 2024 i ddiwedd ym 11 Ionawr 2024

Dyddiad Cychwyn (dymuniad): [ ]

Dyddiad Cychwyn (parhys): [ ]

Ychwanegu Ddwyddyn

Os nad yw'r corff aelodaeth proffesiynol yn ymddangos yn y rhestr, llenwch yr adran hon

Blwch cerbydau

Cynnodwch & Cadw Newid & Cadw

**Tudalen gwybodaeth ategol**

- Mae'r adran hon yn gofyn i chi ddarparu tystiolaeth bellach o sut rydych chi'n bodloni'r meini prawf dethol ym manyleb y person ar gyfer y swydd.

**Cyngor:** Cofiwch arbed eich gwaith yn rheolaidd trwy ddewis y botwm 'save and summary' ar waelod y grŵn.

**Awgrym:** Mae'n syniad da i deipio eich datganiad ategol mewn rhaglen arall yn gyntaf, fel Microsoft Word, ac yna copïo a gludo y testun yn y blwch ar y ffurflen. Fodd bynnag, efallai y bydd unrhyw fformatio yn cael ei golli pan fyddwch chi'n ei ludo.

**Gwybodaeth ategol**

Tudalen 4 o 10

Rhagor o wybodaeth i gefnogi'n casu

Rhowch dystiolaeth bellach i ddarparu i bob raddau rydych chi'n cwmpasu at meini prawf o fewn ym Manyleb y Person ar gyfer y swydd hon. Os ydych chi'n darparu dystiolaeth bellach i ddarparu i bob raddau rydych chi'n cwmpasu at meini prawf o fewn ym Manyleb y Person ar gyfer y swydd hon, rhowch dystiolaeth bellach i ddarparu i bob raddau rydych chi'n cwmpasu at meini prawf o fewn ym Manyleb y Person ar gyfer y swydd hon.

**NODUR: MAE UCHAFSWM HYD BOB ADRAN WEDI'Y CHYFYNGU I 6,000 O GYMRIDAU (GAN GYNNWYS BYLLCHAU)**

**Addysg a Chymwysterau**

Addysg a chymwysterau - Harfood

Addysg a chymwysterau - Dymuniad

Mae pob adran wedi'i chyfyngu i 6,000 o nodau (gan gynnwys manau gwaq)



## Geirdaon

- Rhaid i unrhyw un sy'n ymgeisio am swydd ym Mhrifysgol Metropolitan Caerdydd ddarparu manylion am ganolwyr ac mae cynigion cyflogaeth yn amodol ar dderbyn geirdaon boddhaol.
- Bydd angen i chi ddarparu manylion dau ganolwr, gan gynnwys cyfeiriad e-bost a rhif ffôn; rhaid bod gan y canolwyr wybodaeth uniongyrchol am eich gwaith a rhaid iddynt gynnwys eich cyflogwr diweddaraf. Os nad oes gennych gyflogwr diweddar, gallai fod geirdaon sy'n ymwneud â chyflogaeth di-dâl, er enghraifft mewn sefydliadau gwirfoddol, yn briodol.
- Nid yw geirdaon cymeriad gan ffrindiau a pherthnasau yn dderbyniol.
- Gall ymadawyr ysgol a graddedigion roi enwau darlithwyr/tiwtoriaid/penaethiaid, ac unrhyw gyflogwr o ran gwaith dros dro neu brofiad gwaith, fel y bo'n briodol. Sichewch fod eich canolwyr mewn sefyllfa i ymateb yn brydlon.

**Sylwer: byddwn yn cysylltu â chanolwyr ar ôl i'r ymgeisydd dewisol gael ei nodi yn dilyn y broses gyfweld.**

The screenshot shows a web form titled 'Geirdaon' with the following sections:

- Canolwyr geirda**  
Cofrestrwch â 2 canolwr ar ôl i'r ymgeisydd a rhwyd hysgron dau ganolwr perfformio ioch. Rhedid mae eich cyflogwr blaenorol yn eidd ddiwydiol hyn.  
Cysyllti â 2 ganolwr wedi dewis y ymgeisydd gwaith yn dilyn y broses gyfweld.
- Geirda 1**  
Enw'r canolwr:   
Tudalen swydd y canolwr:   
Porthlysoedd:   
Enw a chyfeiriad y canolwr:   
Cyfeiriad e-bost:   
Rhif ffôn gyhoeddus:
- Geirda 2**  
Enw'r canolwr:   
Tudalen swydd y canolwr:   
Porthlysoedd:   
Enw a chyfeiriad y canolwr:   
Cyfeiriad e-bost:   
Rhif ffôn gyhoeddus:

Buttons at the bottom: **Blamorol**, **Cynyddu & Cadw**, **Newid & Cadw**

**Bydd angen llenwi pob adran ar gyfer dau ganolwr.**

**Cysylltir â chanolwyr dim ond ar ôl nodi'r ymgeisydd dewisol yn dilyn y broses gyfweld.**

## Gwybodaeth sensitif

Yn unol â Pholisi Cyfle Cyfartal Prifysgol Metropolitan Caerdydd, croesawn geisiadau gan bob rhan o'r gymuned. Caiff unigolion eu dethol, eu dyrchafu a'u trin ar sail eu rhinweddau a'u gallu.

Mae'r Brifysgol yn meddu ar y symbol anabledd *Dau Dic* ac mae'n gadarnhaol am bobl anabl. Byddwn yn cyfweld â phob ymgeisydd anabl sy'n cwrdd â'r meini prawf hanfodol ar fanyleb y person ac yn eu hystyried yn ôl eu galluoedd.

Bydd yr wybodaeth monitro cyfle cyfartal a roddwch yn cael ei thrin yn gyfrinachol.

Ni roddir y wybodaeth hon i'r panel dethol. Fodd bynnag, hysbysir Cadeirydd y Panel os yw unrhyw ymgeisydd wedi datgan anabledd gan fod y Brifysgol yn meddu ar y symbol anabledd *Dau Dic* ac yn cyfweld â phob ymgeisydd anabl sy'n bodloni'r meini prawf hanfodol ar fanyleb y person.

Mae'r wybodaeth monitro cyfle cyfartal yn cael ei storio gan yr adran Adnoddau Dynol am hyd at 12 mis ac yna caiff ei dinistrio os nad ydych yn llwyddiannus. Bydd gwybodaeth berthnasol yn cael ei thynnu allan a'i chynnwys yn eich cofnod staff a gedwir ar gronfa ddata ddiogel y system Adnoddau Dynol os cewch eich penodi.

The image shows a screenshot of a web form titled "Gwybodaeth sensitif" (Sensitive Information). The form contains several sections with dropdown menus, all currently set to "Deddfach" (None). A blue callout box on the right side of the form contains the text: "Bydd y wybodaeth a rowch yn cael ei thrin yn gyfrinachol. NI roddir y wybodaeth hon i'r panel dethol" (The information you select will be treated as confidential. This information will not be provided to the selection panel).

**Gwybodaeth sensitif**  
Tudalen 5 o 10

Mae'r system hon yn golygu gwybodaeth ychwanegol er mwyn helpu ein bod yn credu ein cyfraniadau sutdali i Dylstrwyddau Cyffwrdd a oer Ddeddf Cysegrwedd 2010 a Dylstrwyddau Cysegrwedd y Sector Cyhoeddus ynglŷn â'r ymlyniad. Felly effeithlonrwyddedd ein prifysgol, a hysbysu bod pob ymgeisydd yn deimau gartref i'w trin yn ddifrif yn gyfartal a tan y nodweddion gwarthodol statudol a monitro cyfleau ymgeisydd gela nodweddion gwarthodol. Caiff y wybodaeth e anabla a'i chynhyddu yn nhab o anabla a'i storio yn ymlyniad y Brifysgol. Y nodweddion gwarthodol ei storio y Cofrestrfa o'r ddeddf anabledd a'i storio yn ymlyniad ymgeisydd a'i storio yn ymlyniad ymgeisydd a'i storio yn ymlyniad ymgeisydd.

Byddwn yn rhoi copi o'r wybodaeth hon i'r adran Adnoddau Dynol os nad ydych yn llwyddiannus. Fodd bynnag, hysbysir Cadeirydd y Panel os yw unrhyw ymgeisydd wedi datgan anabledd gan fod y Brifysgol yn meddu ar y symbol anabledd *Dau Dic* ac yn cyfweld â phob ymgeisydd anabl sy'n bodloni'r meini prawf hanfodol ar fanyleb y person.

**Gwybodaeth sensitif**

Rhywogaeth:

Tirfaed at eiddo:

Sectôr ymgeisydd:

Categori ymgeisydd:

Arfael:

Tudalen ymgeisydd:

Anabledd:

Ymlyniad ymgeisydd:

Ymlyniad ymgeisydd:

**Hunaniaeth genedlaethol**

Mae'n hysbysu i'r adran Adnoddau Dynol a'i storio yn ymlyniad ymgeisydd a'i storio yn ymlyniad ymgeisydd a'i storio yn ymlyniad ymgeisydd a'i storio yn ymlyniad ymgeisydd a'i storio yn ymlyniad ymgeisydd.

Deddfach yn nhab o'r ddeddf anabledd a'i storio yn ymlyniad ymgeisydd a'i storio yn ymlyniad ymgeisydd a'i storio yn ymlyniad ymgeisydd a'i storio yn ymlyniad ymgeisydd.

Hunaniaeth genedlaethol 1:

Hunaniaeth genedlaethol 2:

**Biechgwydd a mamolaeth**

Ymlyniad ymgeisydd:

Ymlyniad ymgeisydd:

**Blaenrhol** **Crynodeb & Cadw** **Nesaf & Cadw**

# Gwybodaeth ychwanegol

## Euogfarnau heb eu Disbyddu

Nid oes gofyn i chi roi gwybodaeth am euogfarnau 'wedi'u disbyddu' o dan Ddeddf Adsefydlu Troseddwyr 1974 oni bai bod y swydd wedi'i nodi fel eithriad i'r Ddeddf, ac os felly, llenwch yr adran Datganiad Adsefydlu Troseddwyr isod. Gweler manyleb y person ar gyfer cadarnhad ynghylch a yw'r swydd yr ydych chi'n ymgeisio amdani yn amodol ar wiriad y Gwasanaeth Datgelu a Gwahardd (DBS – CRB gynt) ac felly wedi ei nodi fel eithriad i'r Ddeddf.

## Datganiad Adsefydlu Troseddwyr 1974

Mae'n ofynnol i chi lenwi'r adran hon dim ond os oes angen gwiriad DBS (CRB gynt) arnoch mewn perthynas â'r swydd yr ydych yn ymgeisio amdani, ac felly fe'i nodwyd fel eithriad i Ddeddf Adsefydlu Troseddwyr 1974. Gweler manyleb y person ar gyfer cadarnhad ynghylch a yw'r swydd yr ydych chi'n ymgeisio amdani yn amodol ar wiriad y Gwasanaeth Datgelu a Gwahardd.

The screenshot shows a web form titled "Gwybodaeth ychwanegol" (Additional Information) with a sub-section "Colffarnau heb disbyddu" (Undeclared positions). It contains a dropdown menu labeled "Disbyddu" and a text area for providing details. A second section, "Datganiad Ddeddf Adsefydlu Troseddwyr 1974" (1974 Prevention of Terrorism Act Declaration), contains another "Disbyddu" dropdown menu and a text area. At the bottom are buttons for "Blennorol", "Crynodeb & Cadw", and "Nesaf & Cadw".

**Callout 1:** Os ydych chi wedi datgan 'yes' i euogfarnau, gwnewch yn siŵr eich bod yn cynnwys yr euogfarn, y dyddiad a'r math o ddeddfryd.

**Callout 2:** Mae'n ofynnol i chi gwblhau'r adran hon dim ond os yw'r swydd yr ydych yn ymgeisio amdani yn gofyn am wiriad DBS (CRB gynt), ac felly fe'i nodwyd fel eithriad i Ddeddf Adsefydlu Troseddwyr 1974.

## leithoedd

- Mae'r adran hon yn barhad o'r wybodaeth monitro cyfle cyfartal. Bydd y wybodaeth a ddarperir yn yr adran hon yn cael ei thrin yn gyfrinachol ac ni chaiff ei rhoi i'r panel dehol.

### leithoedd

Tudalen 7 o 12

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#### Sgiliau Iaith

Ysgrifwch yr iaith gyntaf i'w defnyddio yn yr Iaith Gymraeg:

Ysgrifwch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

Ysgrifwch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

Ysgrifwch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

Ysgrifwch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

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#### Dewis iaith ar gyfer Aelodau Bleiddiol

Dewiswch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

Ysgrifwch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

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#### leithoedd

Ysgrifwch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

Ysgrifwch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

Ysgrifwch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

Ysgrifwch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

Ysgrifwch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

Ysgrifwch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

Ysgrifwch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

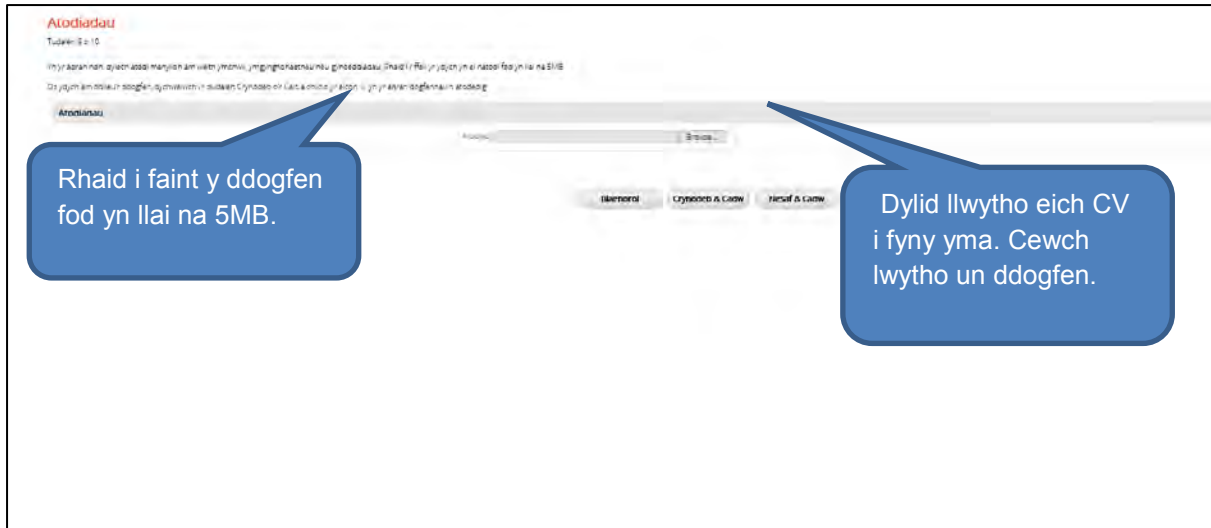
Ysgrifwch yr iaith ychwanegol i'w defnyddio yn yr Iaith Gymraeg:

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## Atodiadau

**Sylwer: mae atodiadau ond yn berthnasol ar gyfer swyddi academiaidd ac ymchwil.**

- Mae angen atodi'r ddogfen ar wahân trwy ddewis y botwm 'browse'. Terfyn maint y ffeil yw 5MB.
- Gwnewch yn siŵr bod yr atodiad wedi'i labelu'n glir gyda'ch enw eeJsmithCV.doc



## Datganiad

- Rhaid i chi dicio'r blwch yn cytuno i delerau'r datganiad ar y dudalen i gyflwyno'ch cais.
- Dewiswch '**Crynodeb & Cadw**' i arbed y manylion rydych chi wedi'u cofnodi a dychwelyd i'r dudalen crynodeb.



## Cyflwyno'ch Cais

- Unwaith y byddwch chi'n hapus â'ch cais ac wedi sicrhau bod yr holl eiconau ar y dudalen crynodeb yn wyrdd i ddangos bod y meysydd gorfodol wedi'u llenwi.
- Cyn cyflwyno eich cais, gwiriwch yn drylwyr fod yr holl fanylion yn gywir a sicrhau bod yr holl eiconau ar y dudalen grynodedb yn wyrdd i ddangos eich bod wedi llenwi'r holl feysydd gorfodol.

**Cyngor: bydd y botwm Apply yn cael ei weithredu dim ond pan fydd pob maes gorfodol wedi'i llenwi.**

The screenshot shows a web interface for a 'Cais o'r crynodeb' (Summary Case). On the left, there is a list of sections under 'Tudalennau ymgwiso' (Application Pages), each with a red circular icon. A blue callout box with a pointer to the 'Mae'n gorfodol' (Required) icon contains the text: 'Pan fydd yr eiconau'n wyrdd, llenwyd yr holl fanylion gorfodol' (When the icons are green, all required details are filled). On the right, the 'Cyllenni'r eicon' (Icon Details) section shows a list of items with their respective icons: a green circle for 'Mae'n gorfodol', a red circle with a white exclamation mark for 'Mae'n gorfodol yn gwrthod', and a red circle with a white exclamation mark for 'Mae'n gorfodol yn erlythu'. Below this, there are two buttons: 'Ymgwiso' (Apply) and 'Dilw' (Cancel).

## Diweddaru Swydd Gwag a Cheisiadau wedi'u Rhannol Lenwi a Arbedwyd

### Ceisiadau wedi'u Rhannol Lenwi a Arbedwyd

- Gallwch adael cais a dychwelyd ato cyn y dyddiad cau.
- Gallwch weld ceisiadau wedi'u rhannol lenwi a arbedwyd sydd ar waith gennych yn yr adran '**Fy ngheisiadau**' o'r wefan.
- I ddiweddaru cais sydd ar waith dewiswch '**Diweddariad**' ar y swydd wag briodol a chewch eich cyfeirio at y dudalen crynodeb o'r cais i barhau gyda llenwi'ch ffurflen gais.

### Manylion y cais

Enw Defnyddiwr  
Cyfeiriad ebost

Ceisiadau sydd ar waith  
Mae eich ceisiadau sydd 'ar y gweill' wedi'u rhestru isod. I ddiweddaru neu i gyflwyno 'Diweddaru' cyfatebol.

Enw'r Swydd Wag	Cyfeirnod y Swydd Wag	Dyddiad Cau	Prosesu'r cais
TEST APPLICATION FORM	18REQ0000632	02/04/2018 [AR GAU]	<b>Diweddariad</b>

Dewiswch 'Diweddariad' a bydd hyn yn eich tywys i'r dudalen crynodeb o'ch cais i barhau i lenwi'ch ffurflen gais

### Fy Ngheisiadau

- Gallwch weld ceisiadau a gyflwynwyd, ceisiadau sydd ar waith gennych a manylion cyfweiliadau yn adran '**Fy ngheisiadau**' o'r wefan.
- I weld copi o gais a gyflwynwyd gennych, dewiswch y cais yr hoffech ei weld a dewis '**Anfon ebost**'. Anfonir PDF o'r ddogfen at eich cyfeiriad e-bost cofrestredig.

## Manylion y cais

Enw Defnyddiwr  
Cyfeiriad ebost

[REDACTED]

### Ceisiadau sydd ar waith

Mae eich ceisiadau sydd 'ar y gweill' wedi'u rhestru isod. I ddiweddarau neu i gyflwyno eich cais, dewiswch y botwm 'Diweddarau' cyfatebol.

Enw'r Swydd Wag	Cyfeirnod y Swydd Wag	Dyddiad Cau	Prosesu'r cais
TEST APPLICATION FORM	18REQ0000632	02/04/2018 [AR GAU]	<b>Diweddariad</b>

### Ceisiadau sydd wedi'u cyflwyno

Mae'r ceisiadau rydych wedi'u cyflwyno wedi'u rhestru isod. I ofyn am gopi o'ch cais, dewiswch y blwch cyfatebol ac yna dewiswch 'Anfon'. Caiff ffeil .pdf ei ebostio yn awtomatig at y cyfeiriad ebost sydd wedi'i gofrestru gennym.

Enw'r Swydd Wag	Cyfeirnod y Swydd Wag	Dewis	
TEST - Tiwtor Cymraeg i Oedolion	18REQ0000635	<input type="checkbox"/>	<b>Anfon ebost</b>

**Chwilio am swydd**

I weld PDF o'ch cais  
ticiwch y blwch  
perthnasol a  
dewiswch send e-mail