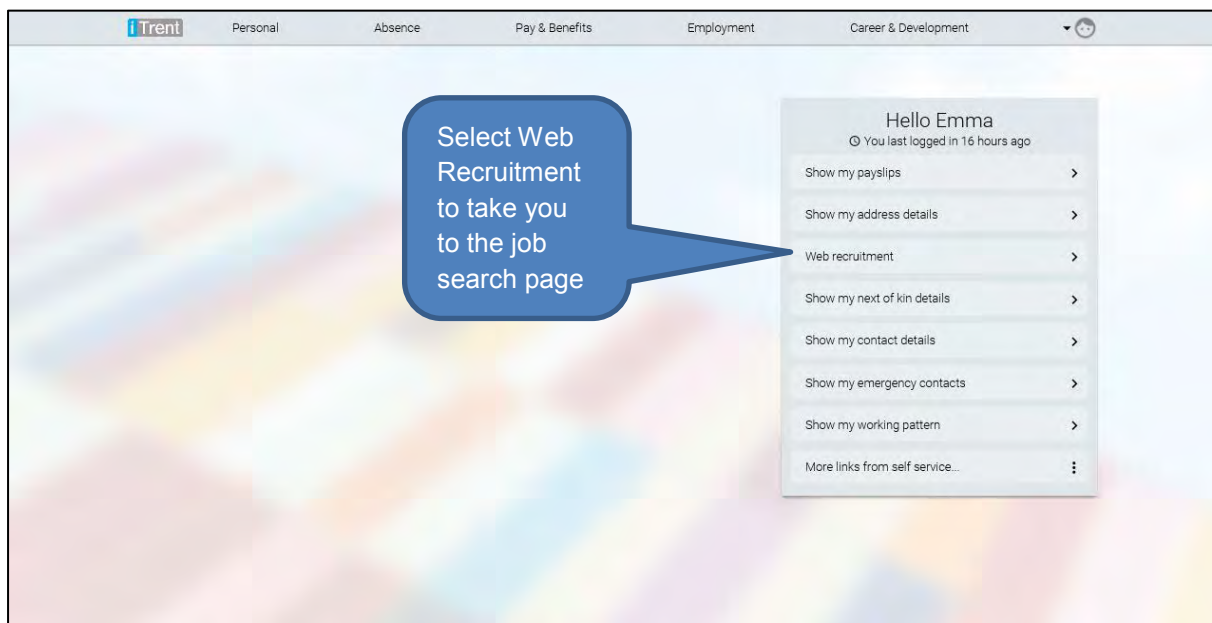
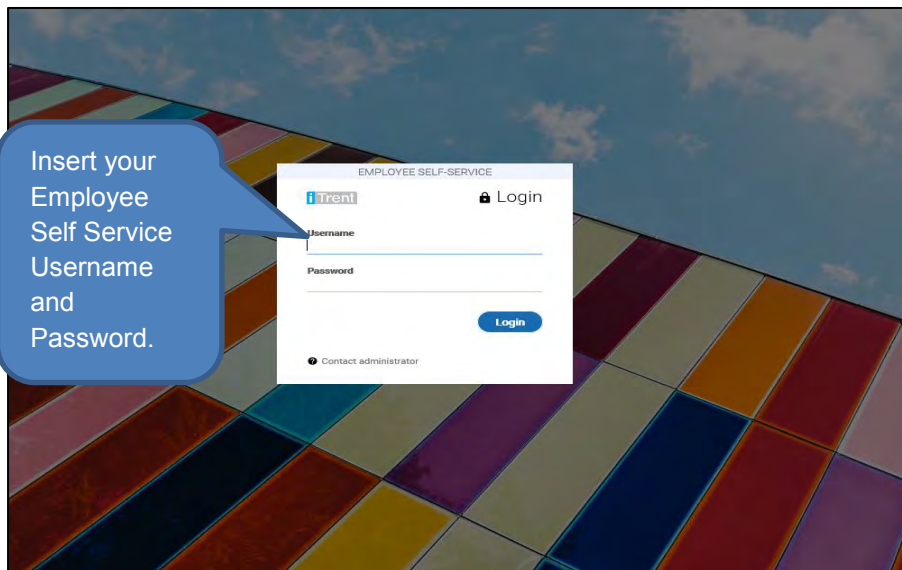


## Submitting Your Application – Page-by-Page Practical Tips Current Cardiff Met employees

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

### How to Access the Web Recruitment System

- Current Cardiff Met employees are able to access web recruitment via Employee-Self-Service.



Version Control  
Established: December 2015  
Updated: February 2016  
Version: 1.1

Search for job

Existing user login

Forgotten password

My applications

My profile

Contact us

Welsh

Emma Log off

### Job Search

Please enter your search criteria below and select 'Search'. To search for more than one item in a list, select the multiple criteria required using the keyboard keys 'Ctrl' or 'Shift'.

Job title  Key words

Example: Analyst, Manager, Designer Example: Java, XML, research

Salary band

All  
10-15k  
15-20k  
20-25k  
25-30k  
30-40k  
40k and more

Location

All  
Cyncoed Campus  
Llandaff Campus  
Plas Gwyn Campus

Order search results by

Application closing date  
Date posted  
Job title  
Key words  
Location  
Salary

Results per page

10

**Search**

Use the search function to find the vacancy you wish to apply for and select apply online.

Administrator

• Salary: 22000-25000 • Job reference: 15REQ0000026

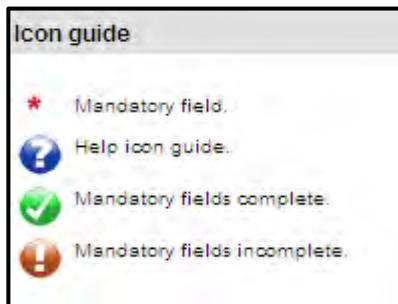
[Send to a friend](#) [Apply online](#)



## 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 to submit 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.
- 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

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Application Details

User Name

Email address

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	<a href="#">Update</a>

[JOB SEARCH](#)

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

Select 'My Applications'

### 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 Contacts details section. To add more than one contact detail, please select the 'add' button.
- Some of these details will have been pre-populated from your Employee Self-Service account.
- Please check these, and if necessary, update your details by selecting 'edit'. Once you've finished, select 'next'.

Address details

[Click here to add another entry](#)

4 Blue Street  
Cardiff  
CF5 2DN  
Home  
United Kingdom  
Yes (Mailing address)

[Edit](#)

[Click here to add another entry](#)

Contact details

[Click here to add another entry](#)

E-mail address  
ejwilson1982@gmail.com

[Edit](#)

User e-mail address  
jowilson583@yahoo.co.uk

[Edit](#)

[Click here to add another entry](#)

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

### 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.

The job details section is limited to 4,000 characters (including spaces)

All periods of employment should be detailed. Select 'Add' to attach additional periods of employment

**Applicant details**  
Page 1 of 10

Search for job | Existing user login | Forgotten password | My applications | My profile | Contact us | Welsh

Type of applicant: Please select  
Media: Please select  
Where did you see the post advertised?: Please select  
If other, please provide details: [text area]

Personal details  
Title: Miss  
Forename: Jo  
Forename 2: [text field]  
Forename 3: [text field]  
Preferred name: Jo  
Surname: Wilson  
Previous surname: [text field]  
Email address: jowilson583@yahoo.co.uk  
Date of birth: 15/07/1985  
National Insurance Number: [text field]

Do you require a certificate of sponsorship under Tier 2 to work in the UK?: Please select  
Do you hold a current driving licence?: Please select  
Are you a car owner?: Please select

---

**Employment history**  
Page 2 of 10

Search for job | Existing user login | Forgotten password | My applications | My profile | Contact us | Welsh

Employment history (Starting with your current or most recent employer)

**1. The specified item can now be added**

Company name: [text field]  
House Name: [text field]  
Number/Street: [text field]  
Local Area: [text field]  
Town/City: [text field]  
Country: [text field]  
Postcode: [text field]  
Country: Please select  
Job title: [text field]  
Employment start date: [date picker]  
Employment end date: [date picker]  
Job details: [text area]

Salary: [text field]  
Reason for leaving: Please select

Add Remove

Current employment: [text field]  
Notice required: [text field]

Privacy Summary Next

## 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 qualifications 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.

Search for job Emma Log off  
 Existing user login Page 3 of 10  
 Forgotten password  
 My applications  
 My profile  
 Contact us  
 Welsh

Qualifications and memberships

Qualifications

The selected item can now be edited

Subject: Human Resource Management  
 Academic Studies in Education  
 Accounting  
 Aerospace Engineering  
 Agricultural Sciences  
 Agriculture  
 American Studies  
 Anatomy, Physiology and Pathology  
 Ancient Language studies  
 Animal Science

Qualification/achievement/grade: pass  
 Qualification date obtained: 05/09/2005  
 Qualification level: Masters  
 Place of learning: Glamorgan University  
 Awarding body: Please select

Add Remove

Please specify any qualifications that you are unable to enter above.

Please specify any qualifications that you are currently working towards

If your qualification doesn't appear in the subject, complete this section

Complete this section if you are working towards any qualifications

## 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.

Professional memberships

Membership name

Membership number

Membership level

Start date

Expiry date

Please specify any professional memberships that you are unable to enter above

## 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.***

***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.***



Search for job

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Supporting information

Page 4 of 10

Log off

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).

Education and qualifications

Education and Qualifications - Essential

Education and Qualifications - Desirable

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.**

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.

Existing user login

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My applications

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Welsh

### Sensitive information

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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](mailto: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?

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

**Additional information**  
Page 8 of 10

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 which you are applying is subject to a Disclosure and Barring Service check therefore been identified as an exception to the Act.

Do you have any unspent convictions? Please select ▼ \*

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 Please select ▼ \*

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.

## Languages

Page 1 of 9

### Language skills

I can understand Welsh by listening

I can understand Welsh by reading

I can speak and understand Welsh

I can write and be understood in Welsh

Are you able to speak any other language(s)?

If yes, please state language(s)

### Recruitment assessment language preference

Please select from the following options if you wish to use the Welsh language at interview or in any other method of assessment:

Please note we will provide a translation service from Welsh to English if required.

If you wish to use the Welsh language at the interview or assessment, we will provide a simultaneous translation service unless they are conducted in Welsh without a translation service.

Interview

Any other method of assessment

### Correspondence in Welsh

If you wish to be successfully appointed to the post, please state if you would wish for the following to be provided to you in the Welsh language:

Contract of employment

Other correspondence that relates to my employment (addressed to me personally)

Documents that outline my training needs or requirements

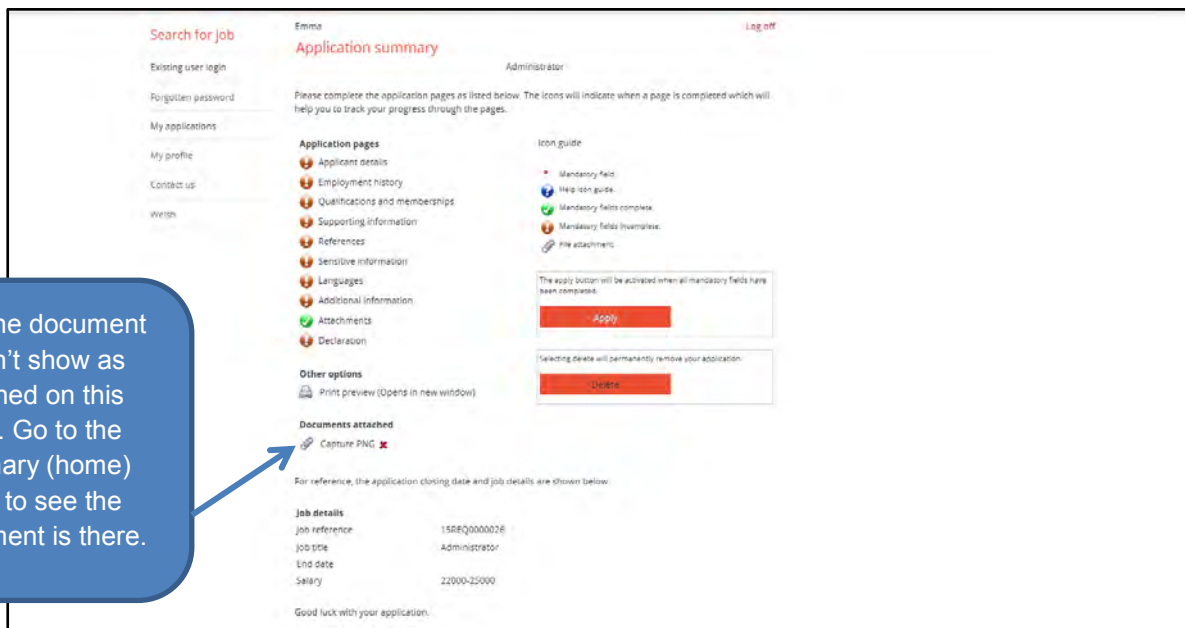
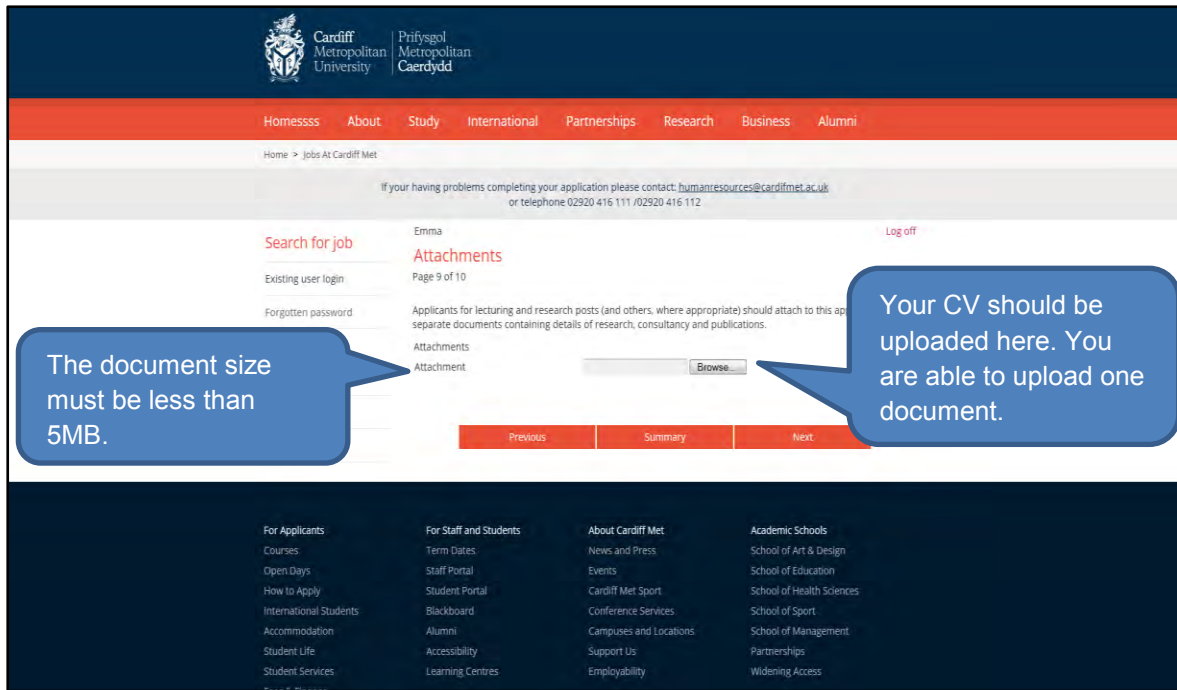
Documents that outline my performance objectives

Documents that outline or record my career plan

## 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



## 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.

The screenshot shows a web page for a job application. On the left is a navigation menu with links: Search for job, Existing user login, Forgotten password, My applications, My profile, Contact us, and Welsh. The main content area is titled 'Declaration' and includes the following text: '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.' It also contains a paragraph about the Data Protection Act 1998 and a declaration statement: '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.' Below this is a dropdown menu labeled 'Please select' with a red asterisk. A blue callout box points to this dropdown with the text: 'You must tick to agree with the terms of the declaration to submit your application.' At the bottom of the page are two red buttons: 'Previous' and 'Summary'.

## 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.**

The screenshot shows a user interface for an application summary. At the top, it says 'Emma Administrator' and 'Log off'. Below this is the title 'Application summary' and a message: 'Please remember to press the button to submit your application once you have completed to your satisfaction.' A red 'Apply' button is visible. Below this is another message: '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 x

**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.

**Job details**

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

Good luck with your application.

**Callout box text:** When the icons are green all mandatory details have been completed

## Vacancy Updates

### 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

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Log off

**Application Details**

Emma  
 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		<input type="button" value="Book now"/>

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"/>

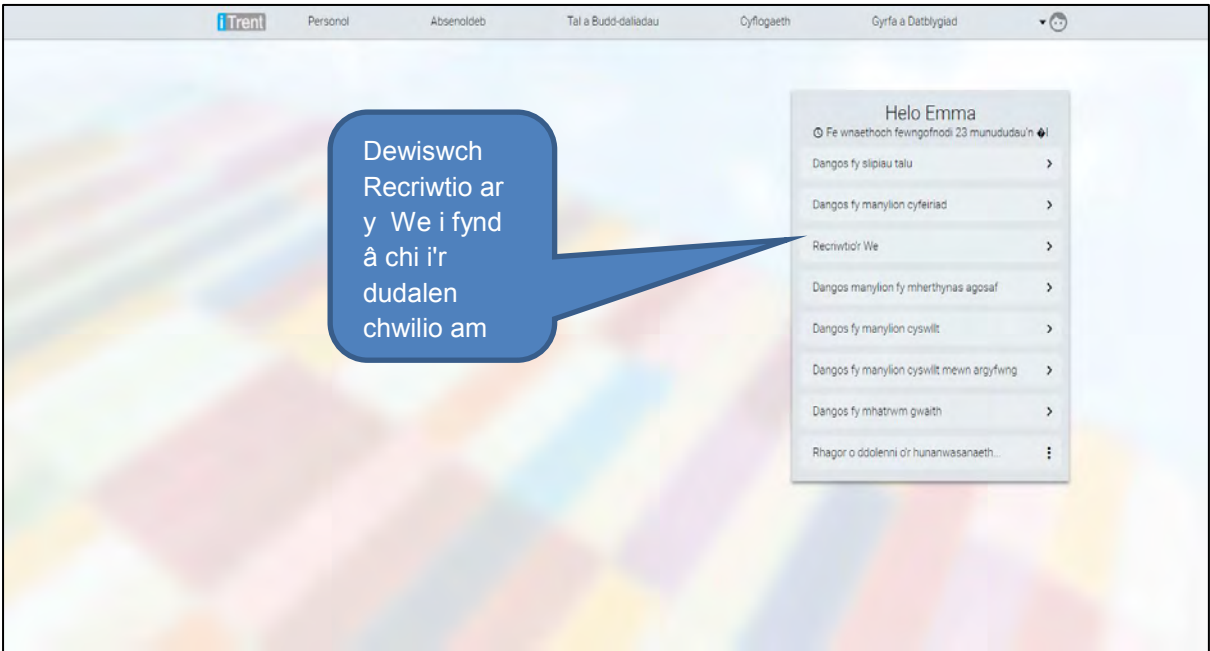
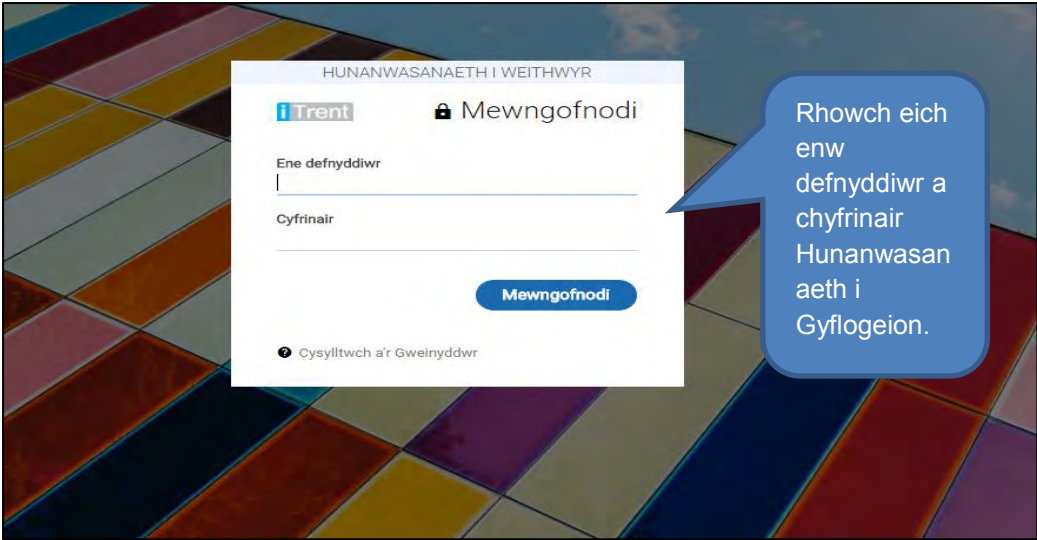
To view a PDF of your application tick the relevant box and select send email

## Cyflwyno'ch Cais - Cyngor Ymarferol Fesul Tudalen Cyflogeion presennol Met Caerdydd

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

- Gall cyflogeion presennol Met Caerdydd fynd at y system recriwtio ar y we trwy Hunanwasanaeth i Gyflogeion.



Chwilio am swydd Allgofnodi

Mewngofnodi defnyddiwr presennol

Wedi anghofio'r cyfrinair

Fy ngheisiadau

Fy mhroffil

Cysylltu a ni

English

**Emma**

**Chwilio am swyddi**

Nodwch ein bod yn datblygu'r fersiwn Gymraeg o'r tudalen swyddi, a bydd pob swydd a hysbysebwr ar ol Ebrill 1af yn cael eu cyhoeddi'n ddwyieithog. I weld yr holl swyddi gwag, gwneir yn siŵr eich bod yn defnyddio'r chwiliad Saesneg / Please note that we are currently developing the Welsh language jobs page, all jobs published after the 1 April 2018 will be published bi-lingual. To see all current vacancies please ensure you use the English search.

Teitl y swydd

Geiriau allweddol

Band cyflog

Allweddol  
10-15k  
15-20k  
20-25k  
25-30k  
30-40k  
40k a mwy

Enghraifft: Darllythydd, Gweinyddwr

Enghraifft: Ymchwiliad, addysgu

Trefnu canlyniadau'r chwiliad yn ol

Dyddiad cau ar gyfer y swydd  
Dyddiad postio  
Teitl y swydd  
Geiriau allweddol  
Lleoliad  
Cyflog

Canlyniadau yn ol tudalen

10

Chwilio

**Chwiliad**

3 ateb

[TEST APP FORM 2 - Welsh Language Tutor](#)

• Cyfeirnod y swydd: 18REQ0000637

Anfon at ffrind

Ymgeisio ar-lein

Defnyddiwch y swyddogaeth chwilio i ddod o hyd i'r swydd wag yr hoffech ymgeisio amdani a dewiswch Apply online.

## 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 wrthy'ch 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 'save and summary' i fynd â chi yn ôl i'r dudalen crynodeb. Gallwch ddewis y botwm 'previous' i ddychwelyd i'r dudalen flaenorol, neu'r botwm 'next' 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 'My applications'.
- I ddiweddarau cais sydd ar waith gennych, dewiswch 'update' 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 e-bost

Ceisiadau sydd ar waith

Mae eich ceisiadau sydd 'ar y gweill' wedi'u rhestru isod. I ddiweddarau neu i gyflwyno eich cais '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>

Dewiswch 'Update' a bydd hyn yn mynd â chi i dudalen crynodeb y cais i barhau â thudalen crynodeb y ffurflen gais.

### 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 'add'.

- Bydd rhai o'r manylion hyn wedi'u rhag-boblogi o'ch cyfrif Hunanwasanaeth i Gyflogeion.
- Gwiriwch y rhain, ac os oes angen, diweddarwch eich manylion trwy ddewis 'edit'. Unwaith y byddwch chi wedi gorffen, dewiswch 'next'.

Manylion yr ymgeisydd  
Tudalen 1 o 10

Manylion Personol

Enw cyntaf  
Enw cyntaf 2  
Enw cyntaf 3  
Enw cyntaf 4

Cofreth  
Cofreth bersonol  
Cofreth arall

Ydy chi'n dod o'r Deyrnas Unedig, y Gymanwlad Ewropeaol neu'r Ardal Economaidd?

A oes gwybodaeth yn eiddo gennych?

Ydy chi'n llosgi cerbyd?

Manylion cyflogiad

Enw cy  
Enw 2  
Enw 3  
Enw 4  
Enw 5  
Enw 6  
Enw 7  
Enw 8

Enw 9  
Enw 10  
Enw 11

Enw 12  
Enw 13  
Enw 14

Ychwanegu Diddymu

Cesglir rhywfaint o wybodaeth bersonol o Hunanwasanaeth i Gyflogeion

## Tudalen Hanes Cyflogaeth

- Ar gyfer dyddiadau cychwyn a gorffen eich swyddi blaenorol, rhaid cofnodi'r holl ddyddiadau yn y fformat canlynol: dd/mm/yyyy. Fel arall, gallwch ddefnyddio'r eicon calendr i ddewis y dyddiadau perthnasol.
- Os ydych chi wedi cyflwyno cais yn y gorffennol, bydd eich manylion hanes cyflogaeth wedi'u harbed.

The screenshot shows a web form titled 'Hanes cyflogaeth' (Work History) for the year 2010. The form is divided into two main sections: 'Hanes cyflogaeth (gan ddechrau gyda'r chyllogwr presennol/nywyl diweddar)' and 'Cyflogaeth blaenorol'. The first section contains a list of job entries with fields for start and end dates, job title, and employer name. A large blue callout box on the left points to the date fields, stating: 'Mae'r adran manylion swydd wedi'i chyfyngu i 4,000 o nodau (gan gynnwys manau awa)' (The job detail section is limited to 4,000 characters, including spaces). Another blue callout box on the right points to a dropdown menu, stating: 'Dylid nodi pob cyfnod o gyflogaeth. Dewiswch 'Add' i atodi cyfnodau cyflogaeth ychwanegol' (You must note every period of employment. Select 'Add' to add further periods of employment). The second section, 'Cyflogaeth blaenorol', has a search field and three buttons: 'Blannerol', 'Crywchwr & Cais', and 'Nesaf & Cais'. At the bottom right, there are buttons for 'Ychwanegu' (Add) and 'Deddfu' (Save).

## 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 image is a screenshot of a web form titled "Cymwysterau ac Aelodaethau" (Memberships and Affiliations). The page number is "Tudalen 2 o 10". The main heading is "Cymwysterau". The form contains several sections with dropdown menus and input fields. Two blue callout boxes are overlaid on the right side of the form, pointing to specific areas. The top callout points to a dropdown menu for "Pwnc" (Branch) and contains the text: "Os nad yw'ch cymhwyster yn ymddangos yn y rhestr pynciau, llenwch yr adran hon" (If your qualification does not appear in the branch list, fill out this section). The bottom callout points to a section below the dropdowns and contains the text: "Llenwch yr adran hon os ydych chi'n gweithio tuag at unrhyw gymwysterau" (Fill out this section if you are working towards any qualifications). The form also includes a "Menyoga" (Save) button at the bottom right.

## 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 fedrwch nodi uchod'

Aelodaethau proffesiynol

Nodwch Llef Aelodaeth, Enw Aelodaeth ar Dystraw aelodaeth i ddiweddarau unrhyw aelodaeth broffesiynol.

Enw Aelodaeth:

Enw Aelodaeth:

Llef Aelodaeth:

Nodwch Llef Aelodaeth, Enw Aelodaeth ar Dystraw aelodaeth i ddiweddarau unrhyw aelodaeth broffesiynol.

Dystraw aelodaeth (darnymylyn):

Dystraw aelodaeth (pwrddymylyn):

### udalen Gwybodaeth Ategol

- Mae'r adran hon yn gofyn i chi ddarparu tystiolaeth bellach o sut rydych chi'n bodloni'r meini prawf dehol 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 sgrin.**

**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 gollu pan fyddwch chi'n ei ludo.**

**Gwybodaeth ategol**  
Tudalen 4 o 10

Rhagor o wybodaeth i gefnogi'ch cas

Rhwydych chi'n ddiogel i bob rhesur yn eiddau eiddo'n hyspysu ym Menter y Person ar gyfer y swydd hon. Os ydych chi'n berthnasol, dweidych chi'n rwydych chi'n cafiel i wybodaeth eiddo'n hyspysu ym Menter y Person ar gyfer y swydd hon. Os ydych chi'n berthnasol, dweidych chi'n rwydych chi'n cafiel i wybodaeth eiddo'n hyspysu ym Menter y Person ar gyfer y swydd hon. Os ydych chi'n berthnasol, dweidych chi'n rwydych chi'n cafiel i wybodaeth eiddo'n hyspysu ym Menter y Person ar gyfer y swydd hon.

**NODER: MAE UCHAFSWM HYD BOB ADRAN WEDI'Y CHYFYNGU I 6,000 O GYMRADAU (GAN GYNNWYS BYLCHAU)**

**Addysg a Chymwysterau**

Addysg a chymwysterau - Harfodol

Addysg a chymwysterau - Dymuniol

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

## 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/tiworiaid/penaethiaid, ac unrhyw gyflogwr o ran gwaith dros dro neu brofiad gwaith, fel y bo'n briodol. Sicrhewch 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.**

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.

### wybodaeth 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 screenshot shows a web application interface with a red header 'Gwybodaeth sensitif' and a sub-header 'Tudalen 5 o 10'. Below the header is a paragraph of text in Welsh. The main content area is divided into three sections: 'Gwybodaeth sensitif', 'Hunaniaeth genedlaethol', and 'Beisio gwydd a mamolaeth'. Each section contains several dropdown menus with 'Dewiswch' as a placeholder. At the bottom of the page are three buttons: 'Blennorol', 'Crynodeb & Cadw', and 'Necol & Cadw'. A blue callout box on the right side of the screenshot contains the text: 'Bydd y wybodaeth a rowch yn cael ei thrin yn gyfrinachol. NI roddir y wybodaeth hon i'r panel dethol.'

## Gwybodaeth ychwanegol

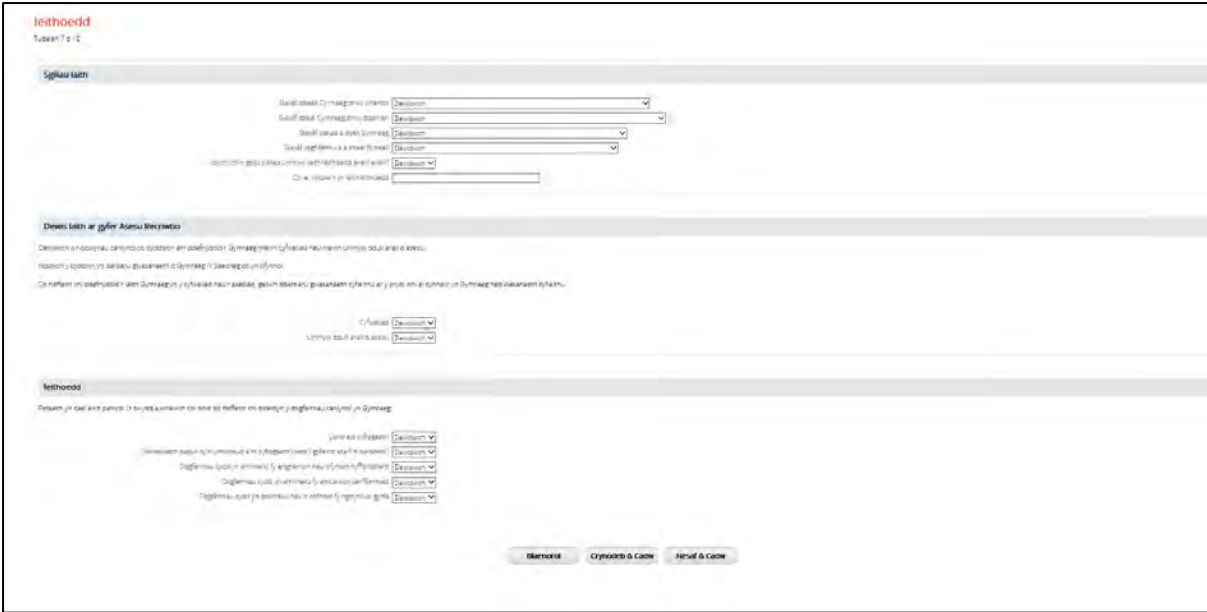
### Euogfarnau heb eu Disbyddu

Nid oes gofyn i chi roi gwybodaeth am euogfarnau 'wedi'u disbyddu' o dan Ddeddf Adsefydlu Troseddwy'r 1974 oni bai bod y swydd wedi'i nodi fel eithriad i'r Ddeddf, ac os felly, llenwch yr adran Datganiad Adsefydlu Troseddwy'r 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 Troseddwy'r 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 Troseddwy'r 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.

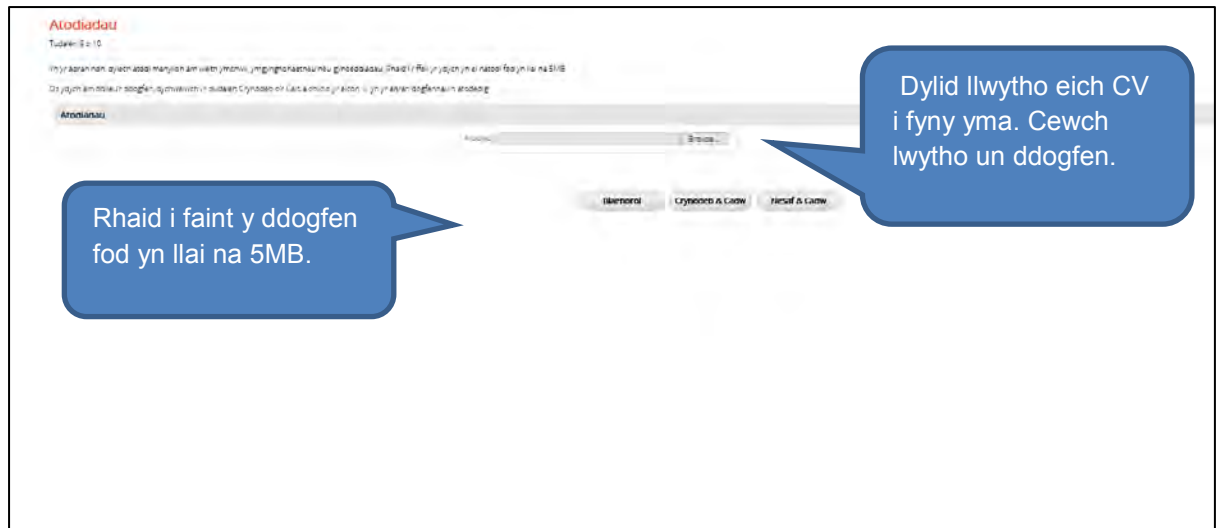




**Atodiadau**

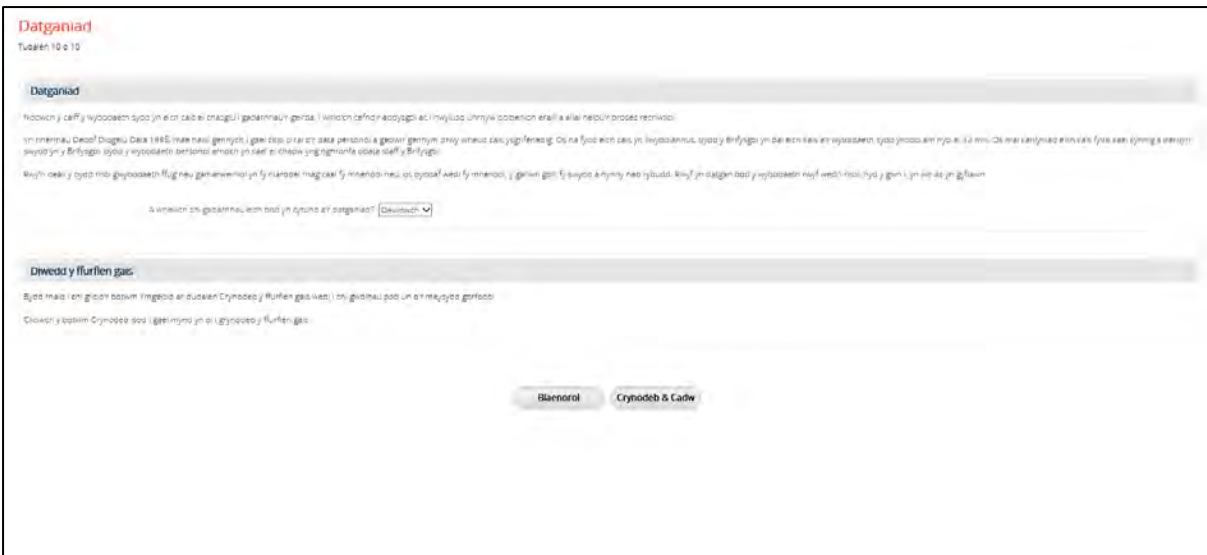
*Sylwer: mae atodiadau ond yn berthnasol ar gyfer swyddi academiaidd ac ymchwil.*

- 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.**





## 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"/>

**Chwilio am swydd**

**Anfon ebost**

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