

FOR INTERNAL USE ONLY	DEFNYDD YNDGC YN UNIG
ACKNOWLEDGED <input type="checkbox"/>	CYDNABOD <input type="checkbox"/>

Application Form	Ffurflen Gais
Strictly Confidential	Gwbl Gyfrinachol
The WTSWW is committed to an Equal Opportunities Policy, covering all areas of employment.	Mae YNDGC yn gyflogwr cyfle cyfartal, yn cynnwys bob ardal o gyflogaeth

To be returned to / Dychwelyd i

Recruitment Wildlife Trust of South and West Wales The Nature Centre Fountain Road Tondu, Bridgend, CF32 0EH	Recriwtio Ymddiriedolaeth Natur De a Y Canolfan Natur Hoel y Ffynnon Tondu, Pen y Bont, CF32 0EH
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Post Applied for

Y swydd yr ydych yn ceisio amdani

How did you learn of this vacancy?

Sut glywsoch am y swydd?

Personal Details

Dr/Mr/Mrs/Miss/Miss/Other

Forename

Surname

Address

Postcode

Home Phone Number

Business tel. Number

E-mail address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Manylion personol

Dr/Mr/Mrs/Miss/Miss/Arall

Enw/au

Cyfenw

Cyfeiriad

Cod Post

Rhif Ffôn Gartref

Rhif Ffôn Busnes

E-bost

1. May we, with discretion, phone you at work?	Yes lawn	<input type="checkbox"/>	No Na	<input type="checkbox"/>	1. Fedrwn ni, gyda disgresiwn, eich ffonio yng ngwaith?
2. Do you require a work permit?	Yes Oes	<input type="checkbox"/>	No Nac Oes	<input type="checkbox"/>	2. A oes angen caniatâd gweithio arnoch?
3. If yes, do you hold a current permit?	Yes Oes	<input type="checkbox"/>	No Nac Oes	<input type="checkbox"/>	3. Os oes angen, a oes gennych ganiatâd ar hyn o bryd?
4. Do you hold a full driving licence?	Yes Oes	<input type="checkbox"/>	No Nac Oes	<input type="checkbox"/>	4. Oes gennych drwydded yrru ddilys?
5. If yes, do you have any current endorsements	Yes Oes	<input type="checkbox"/>	No Nac Oes	<input type="checkbox"/>	5. Os oes, a oes gennych unrhyw ardystiadau ar hyn o bryd?

If yes to question 5, please give details below	Os ateboch oes i gwestiwn 5, yna rhowch y manylion isod
<input type="text"/>	<input type="text"/>

Present or last employer details

Swydd a dyletswyddau presennol

Company/ Organisation name		Enw Cwmni/Mudiad
Address		Cyfeiriad
Postcode		Cod Post
Position held		Swydd
Dates from		Dyddiadau o
Dates to		Dyddiadau i
Final salary and benefits		Cyflog a manteision diwethaf
Outline of present duties		Amlneelliad o'ch dyletswyddau ar hyn o bryd
	<i>Continue on a separate sheet if necessary.</i>	<i>Parhewch ar ddalen ar wahân os oes angen</i>
Reasons for wishing to leave		Rheswm dros adael
	<i>Continue on a separate sheet if necessary.</i>	<i>Parhewch ar ddalen ar wahân os oes angen</i>
Length of notice required		Rhybudd y mae'n rhaid ei roi

Past employment details

Excluding your present or last employment
If you are applying for your first post after leaving
school or further education, please indicate any past
holiday employment

Manylion Gwaith Gorffennol

Ac eithrio eich swydd bresennol neu ddiwethaf
Os ydych yn ceisio am eich swydd gyntaf ers gadael
ysgol neu addysg uwch, yna nodwch unrhyw waith yn
ystod gwyliau gorffennol

Name and Address of Employer	Job Title	Dates Dyddiad		Salary	Reasons for leaving
		From O	To I		
Enw a chyfeiriady y cyflogwr	Teitl y Swydd			Cyflog	Rheswm dros adael

Membership of professional organisations

Detail below membership of any technical or
professional bodies or societies/

Aelodaeth o gyrfff proffesiynol

Rhowch fanylion isod o unrhyw gyrfff proffesiynol neu
dechnegol neu gymdeithasau

Qualifications

List the qualifications you have taken or are about to take (eg GCSE, A-Level, BTEC National, Degree, PhD). Give dates and grades – please indicate failures

Cymwysterau

Rhestrwch gymwysterau sydd gennych neu yr ydych ar fun eistedd (ee TGAU, Lefela, BTEC Cenedlaethol, Gradd, PhD). Rhowch ddyddiau a gradd - nodwch fethiannau os gwelwch yn dda.

Type of qualification Math o Gymhwyster	Subject Testun	Result/ Dates Canlyniad Dyddiad

Training courses

Detail below any specialised training you have received or any relevant short courses attended

Cyrsiau Hyfforddiant

Rhowch fanylion isod am unrhyw hyfforddiant neu unrhyw gyrsiau byr cymwysiadol a mynychwyd

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Why are you interested in applying for this post?

Continue on a separate sheet if necessary

Eich rhesymau dros geisio am y swydd yma?

Parhewch ar ddalen ar wahân os oes angen

Relevant experience

Detail below any skills or experience that are particularly pertinent to the position you have applied for, using the job description and person specification if applicable.

Continue on a separate sheet if necessary

Profiad Perthnasol

Rhowch fanylion isod am unrhyw sgiliau neu brofiad a fydd o fudd i'r safle yma, gan ddefnyddio disgrifiad y swydd a manyldeb personol os yn gymwysiadol.

Parhewch ar ddalen ar wahân os oes angen

Spare time interests and vocational activities

Diddordebau amser rhydd a galwedigaethol

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References

Contact details of two people who can supply a reference for you

Tystlythyrau

Manylion cyswllt dau berson all ein darparu gyda thystlythyr i chi.

Name		Enw
Address		Cyfeiriad
Email & Telephone		E-bost a rhif ffôn Cyfenw
Knowledge of/relationship to candidate		Ymwybyddiaeth/perthynas i'r ymgeisydd
Name		Enw
Address		Cyfeiriad
Email & Telephone		E-bost a rhif ffôn Cyfenw
Knowledge of/relationship to candidate		Ymwybyddiaeth/perthynas i'r ymgeisydd

Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 And/Or (Northern Ireland) 1979.

Rhowch fanylion o unrhyw troseddau heb ei wario yn unol â Deddf Ailsefydlu Troseddwyr (Eithriadau) Gorchymyn 1975 a/neu (Gogledd Iwedd) 1979

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Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).

I agree that the organisation reserves the right to require me to be CRB data checked prior to employment offer being confirmed.

Datganiad

Rwy'n cadarnhau fod y wybodaeth uchod wedi cwblhau ac yn gywir a gall unrhyw wybodaeth anghywir neu gamarweiniol yn golygu y gall y cyflogwr yr hawl i derfyn unrhyw gontract cyflogaeth a chynigwyd i mi.

Rwy'n cytuno bod gan y mudiad yr hawl i ofyn i mi ymgymryd archwiliad meddygol. (Pe bai angen rhagor o wybodaeth ac am gysylltu gyda'ch meddyg gyda'r nod o gael adroddiad meddygol, mae'r gyfraith yn gofyn ein bod yn cysylltu â chi am hyn a chael eich caniatâd cyn cysylltu gyda'r meddyg).

Rwy'n cytuno bod gan y mudiad yr hawl i ofyn i mi wneud archwiliad data CRB cyn i gynnig y swydd cael ei chadarnhau.

Signature

Llofnod

Date

Dyddiad

Outline of present duties continued / Amlieelliad o'ch dyletswyddau ar hyn o bryd parhad

Reasons for wishing to leave continued / Rheswm dros adael parhad

Why are you interested in applying for this post? Eich rhesymau dros geisio am y swydd yma?

Relevant experience / Profiad Perthnasol

Continued

The Wildlife Trust of South and West Wales

Privacy Notice for Job Applicants

INTRODUCTION

The Wildlife Trust of South and West Wales is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information our recruitment process, in accordance with the General Data Protection Regulation (GDPR).

DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about you must be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes for the job application and not used in any way that is incompatible with this purpose;
- accurate and kept up to date;
- kept only as long as necessary for the purposes we have told you about;
- kept securely.

THE INFORMATION WE HOLD ABOUT YOU

We are holding personal information about you, submitted in your job application, to enable us to process the application. We may sometimes collect additional information from third parties including former employers, and that has been explicitly requested in the job application.

HOW WE WILL USE INFORMATION ABOUT YOU?

The personal data we hold about you relates to your job application, and we have a legitimate interest to hold that. Your interests and fundamental rights do not override our interest.

SITUATIONS IN WHICH WE WILL USE YOUR PERSONAL INFORMATION

The situations in which we will process your personal information are listed below.

- Making a decision about recruitment.
- Determining the terms on which you might work for us.
- Checking you are legally entitled to work in the UK.
- Equal opportunities monitoring.

CHANGE OF PURPOSE

We will only use your personal information for the purposes for which we have collected it, unless we consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to do that, we will notify you and we will explain the legal basis which allows us to do so.

INFORMATION ABOUT CRIMINAL CONVICTIONS

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process.

DATA SHARING

We may have to share your data with third parties, where, as part of the recruitment process, for example we are working in partnership with another organisation(s). If this is the case, this will be explicit in the nature of the role as advertised.

DATA SECURITY

We have put in place measures to protect the security of your information.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to employees, and third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

DATA RETENTION

We will only retain your personal information for 6 months, unless you expressly give us permission to hold it for longer.

RIGHTS OF ACCESS, CORRECTION, ERASURE AND RESTRICTION

Under certain circumstances, by law you have the right to:

Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Trust Data Protection Officer in writing.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights) such as a copy of your passport or driving licence (this is not an exhaustive list) f. This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Trust Data Protection Officer in writing. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

If you have any questions about this privacy notice, please contact The Data Protection Officer, WTSWW, The Nature Centre, Fountain Road, Tondu, Bridgend. CF32 0EH