

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

This guidance is only applicable for applications made via iTrent and does not apply to HIRE. Please use the images below to determine which system you are using to submit your application:

HIRE

Login/Register

To submit an application for a vacancy you must register to access the secure online application form.

If you have already registered you may login again by entering your email address and the password you created during registration to access your secure information and submit applications.

If you have not previously registered, you will need to do so to make an online application, simply follow the registration process below to complete your registration.

Please note: **Javascript and cookies must be enabled to use this website**

Cardiff Metropolitan University Staff Login

If you are a member of staff at Cardiff Metropolitan University, please click the "Staff Login" button to access this site.

[Staff Login](#)

Already Registered?

Email/Username:

Password:

I accept cookies

[Login](#)

Not Registered?

Proceed to the registration process.

[Register](#)

Forgotten Password?

If you have forgotten your password, you can reset your password by following our password reset procedure. You will be emailed a link which you must follow to be able to reset your password.

[Reset Password](#)

iTrent

[Home](#) [About](#) [Study](#) [International](#) [Partnerships](#) [Research](#) [Business](#) [Alumni](#)

Search for job ⚠ The asterisk symbol denotes mandatory fields which must be completed

Existing user login

Forgotten password

My applications

My profile

Contact us

Welsh

Existing user login

Please enter your Username and password. If you are a current staff member, please login to MyMet and select the internal vacancies link. If you have forgotten your password, please use the link below. If you've entered an incorrect password 3 times your account will be deactivated, please contact the Recruitment team at staffrecruitment@cardiffmet.ac.uk or call us on 02920 417317.

User Name *

Password *

[Forgotten your password?](#)

[Log in](#)[Back to search results](#)

For support with applications made via HIRE please contact the Staff Recruitment Team using the details below:

- Staff recruitment telephone number: +44 (0) 2920 417 317
- Email: StaffRecruitment@CardiffMet.ac.uk

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 'New user registration' and includes a form with fields for Title, Forename, Surname, Email address, Confirm email address, User Name, Password, and Confirm password. A 'Submit' button is visible at the bottom of the form. A blue callout box on the left side of the page points to the 'New user registration' link in the sidebar.

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 'Apply for job' and includes a form with fields for User Name and Password. A 'Login' button is visible at the bottom of the form. A blue callout box on the left side of the page points to the 'Apply for job' link in the sidebar.

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 'Forgotten password' page on the Cardiff Metropolitan University website. The page header includes the university's name in both English and Welsh. A navigation menu on the left lists various options, with 'Forgotten password' circled in red. The main content area features a form titled 'Forgotten password' with the following fields: Forename, Surname, Email address, and User Name. Below the fields are 'Submit' and 'Back' buttons. A blue callout box on the left points to the 'Forgotten password' link in the menu, and another blue callout box on the right points to the form fields, both providing instructions on how to use the page.

Select the 'forgotten password' link

Complete the information to request a 'reset' link




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'**.

The screenshot shows the 'Applicant details' page with the following sections:

- Personal details:** Includes fields for Title, Forename, Surname, Preferred name, Email address, and a dropdown for 'Are you a United Kingdom, European Community or European Economic Area citizen?'. There are also dropdowns for 'Do you hold a current driving licence?' and 'Are you a car driver?'.
- Address details:** Includes a message 'The data has been successfully retrieved'. Fields for House Name, Number/Street, Local Area, Town/City, County, and Postcode. A note states: 'Completing House Name, Number/Street, Local Area, Town/City, County, Postcode, Country of Mailing address will require Address type to be completed'. There are dropdowns for 'Address type' and 'Country', and a checkbox for 'Mailing address'.

A blue callout box on the right side of the page contains the text: "Some personal information is gathered when you create your account".

The screenshot shows the following sections:

- Type of applicant:** A dropdown menu for 'Type of applicant'.
- Medis:** A dropdown menu for 'Where did you see the post advertised?' and a text input field for 'If other, please provide address'.
- Contact details:** A note: '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.' A dropdown for 'Contact type' (set to 'Home telephone') and a text input for 'Contact detail'. There are 'Add' and 'Remove' buttons.
- Further information:** A text input for 'Date of birth (dd/mm/yyyy)' and a text input for 'National Insurance Number'.

At the bottom of the page, there are buttons for 'Comments and Enquiries' and '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 in the blank fields.

The screenshot shows the 'Employment history' page. At the top, it says 'EMMIA Employment history Page 2 of 10'. Below this is a section titled 'Employment history (Starting with your current or most recent employer)'. There are two main sections: 'Previous employment' and 'Current employment'. The 'Previous employment' section has a table with columns for 'Company name', 'Employment start date', 'Employment end date', 'Job title', 'Salary', 'Reason for leaving', 'Issue form', 'Number/Street', 'Local Area', 'Town/City', 'County', 'Postcode', 'Country', and 'Job title'. Below this is a large text area for 'Company name, Employment start date, Job title, Salary, Job title, Reason for leaving, Issue form, Number/Street, Local Area, Town/City, County, Postcode, Country, Job title'. The 'Current employment' section has a similar layout but is currently blank. There are 'Add' and 'Remove' buttons at the bottom right of the table. At the bottom of the page, there are 'Previous', 'Summary and Save', and 'Next' buttons. Two blue callout boxes are present: one on the left pointing to the 'Company name' field with the text 'The job details section is limited to 4,000 characters (including spaces)', and one on the right pointing to the 'Add' button with the text '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.

Emma Log off

Qualifications and memberships

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Qualifications

Completed Qualification level: Please of leaving: Qualification date obtained or Qualification assessment grade will require Subject to be completed.

Subject:
Education Studies of Education
Accounting
Manufacturing Engineering
Arabic Studies
Agricultural Science
Agriculture
American Studies
Anatomy, Physiology and Pathology
Second language studied

Qualification name:

Qualification year obtained (YYYYYY):

Completed Subject: Please of leaving: Qualification date obtained or Qualification assessment grade will require Qualification level to be completed.

Qualification level:

Date of leaving:

Completed Please specify any qualification that you are unable to enter above

Completed Please specify any qualifications that you are currently working towards

Complete this section if you are working towards any qualifications

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 for entering membership details. A blue callout box points to a large text area at the bottom of the form, which is intended for users to manually enter membership information if their body is not listed.

Professional memberships

Membership name Completing Membership level, Membership number or Entry date will require Membership name to be completed

Membership number Please select

Membership level Please select profession

Date start (YYYYYY) Completing Membership level, Membership number or Entry date will require Date start to be completed

Entry date (YYYYYY)

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

Previous

Summary and Save

Next

If the professional membership body doesn't appear in the list, complete this section

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 4,000 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.

Emma Logout

Supporting information

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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 4,000 CHARACTERS (INCLUDING SPACES)

Education and qualifications

Education and qualifications - Essential	
Education and qualifications - Desirable	

Each section is limited to 4,000 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 screenshot shows a web form titled 'References' with the following content:

Emma
References
Page 5 of 10

Reference guidelines
Please refer to the guidelines for applicants and give details below of two relevant referees, one of whom must be your current employer.
References will be contacted upon identification of a preferred candidate following the interview process.

Reference 1

Referee name:
Referee job title:
Working relationship:
Company name and address:
Email address:
Contact telephone number:

Reference 2

Referee name:
Referee job title:
Working relationship:
Company name and address:
Email address:
Contact telephone number:

A blue callout box on the right 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.

Existing user login

Forgotten password

My applications

My profile

Contact us

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.

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? *

Sensitive information

Page 6 of 11

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.

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Sensitive Information

Gender

Ethnic origin

Marital status

Religion

Sexual orientation

Disability

University structure? Please select

Does your gender identity match your sex 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, in that national identity is how you view yourself.

National identity Please select

National identity (if different) Please select

Pregnancy & maternity

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

If so, how long have you taken/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.

The screenshot shows a web application interface with a navigation bar at the top containing links: Home, About, Study, International, Partnerships, Research, Business, Alumni. Below the navigation bar, there is a breadcrumb trail: Home > Jobs At Cardiff Met. A contact information line reads: "If you're having problems completing your application please contact: humanresources@cardiffmet.ac.uk or telephone 02920 416 111 / 02920 416 112".

The main content area is titled "Additional information" and is page 8 of 10. It contains a section for "Unspent convictions" with the following text: "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. 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."

Below this text is a form field: "Do you have any unspent convictions?" with a dropdown menu labeled "Please select" and a red asterisk. A blue callout bubble points to this field with the text: "If you have stated 'yes' to convictions, please ensure that you include the conviction, date and type of sentence."

Further down is the "Rehabilitation of Offenders Act 1974 declaration" section. It states: "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." It also includes a paragraph about exemptions from Section 4(2) of the Act and a statement: "Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies." A final question asks: "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?"

At the bottom of the form, there is a confirmation statement: "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." Below this is another dropdown menu labeled "Declaration" with "Please select" and a red asterisk. At the very bottom, there are three red buttons: "Previous", "Submit", and "Next".

A second blue callout bubble on the left side of the form states: "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.

The screenshot shows the 'Languages' section of a job application form on the Cardiff Metropolitan University website. The page header includes the university's name in English and Welsh, and a navigation menu with links for Home, About, Study, International, Partnerships, Research, Business, and Alumni. The user is logged in as 'Emma' and is on 'Page 7 of 10'. The form contains several questions related to Welsh language proficiency, each with a 'Please select' dropdown menu. At the bottom, there are three buttons: 'Previous', 'Summary', and 'Next'.

Cardiff Metropolitan University | Prifysgol Metropolitan Caerdydd

Home > Jobs At Cardiff Met

If you're having problems completing your application please contact: humanresources@cardifmet.ac.uk or telephone 02920 416 111 / 02920 416 112

Emma Log off

Search for job

Existing user login

Forgotten password

My applications

My profile

Contact us

Welsh

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Languages

Can you speak Welsh? Please select

Can you write in Welsh? Please select

Can you read Welsh? Please select

Can you understand Welsh? Please select

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

If yes, please state language(s):

Are you able to teach through the medium of Welsh? Please select

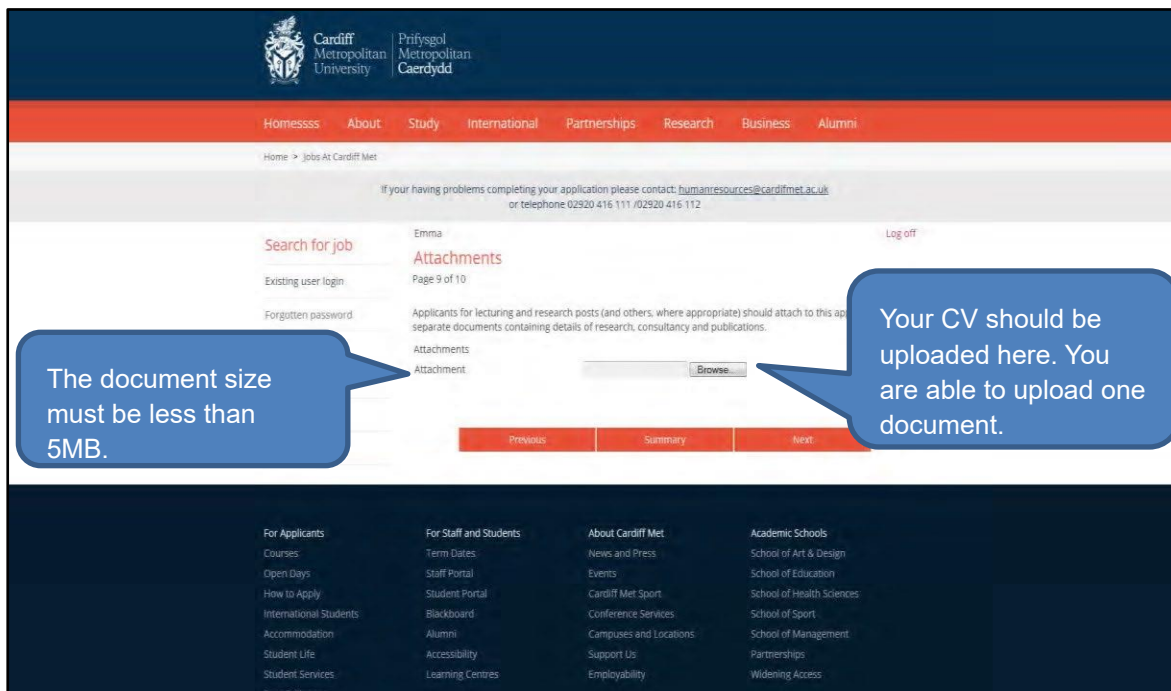
Are you currently teaching through the medium of Welsh? Please select

Previous Summary Next

Attachments

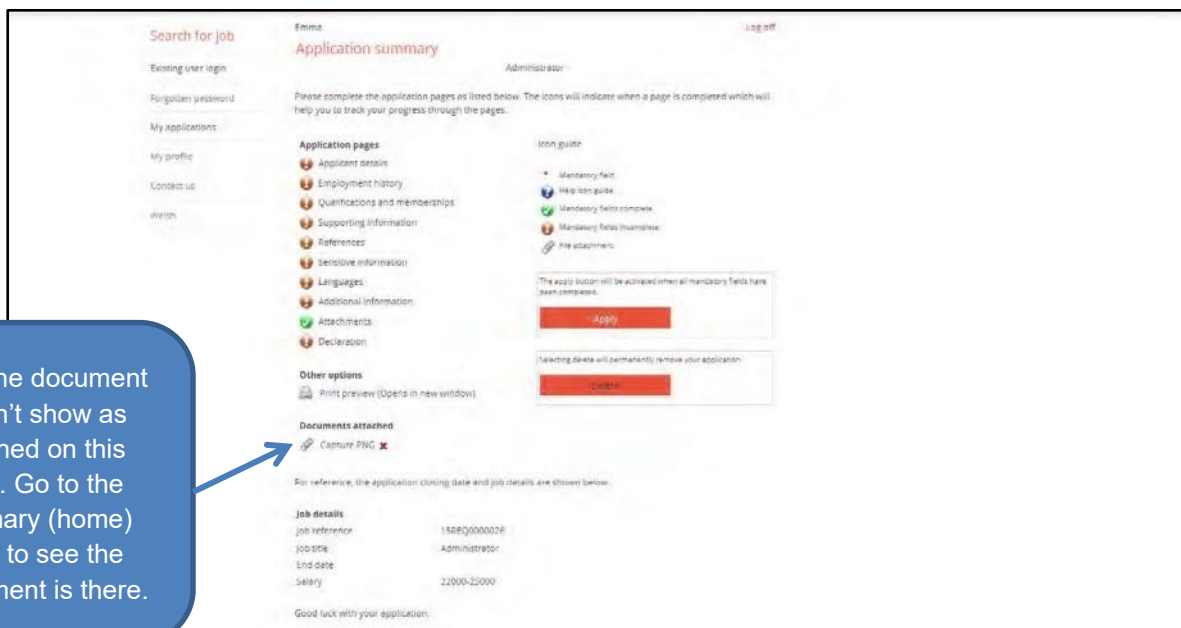
Please note: attachments are only applicable for academic and research positions.

- 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



The document size must be less than 5MB.

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



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

My profile

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

Please select *

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

Existing user login

Forgotten password

My applications

My profile

Contact us

Emma

Application summary

Administrator

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.

Apply

Selecting delete will permanently remove your application.

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 > JobsAt Cardiff Met

Search for job

Existing user login

Forgotten password

My applications

My profile

Contact us

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	03/05/2016	<input type="button" value="Update"/>

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.

The screenshot displays the 'Application Details' page for a user named Emma. The page is divided into several sections:

- Search for job:** Includes links for 'Existing user login', 'Forgotten password', 'My applications', 'My profile', 'Contact us', and 'Welsh'.
- User Information:** Shows 'User Name: EMSWIL' and 'Email address: emsjwil82@outlook.com'.
- Current interviews:** A table with columns 'Vacancy Name', 'Vacancy Reference Number', and 'Interview Date Time'. It lists one entry: 'test july' with reference number '15REQ0000028' and a 'Book now' button.
- Submitted applications:** A table with columns 'Vacancy Name', 'Vacancy Reference Number', and 'Select'. It lists three entries: 'Administrator' (15REQ0000026), 'em test' (15REQ0000015), and 'test july' (15REQ0000028). Each entry has a checkbox in the 'Select' column. A 'Send email' button is located below the table.
- Job search:** A 'job search' button at the bottom.

A blue callout box on the left side of the page contains the text: '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

Dim ond ar gyfer ceisiadau a wneir drwy iTrent y mae'r canllaw hwn yn berthnasol ac nid yw'n berthnasol i HIRE. Defnyddiwch y delweddau isod i benderfynu pa system rydych chi'n ei defnyddio i gyflwyno'ch cais:

HIRE

Mewngofnodi/Cofrestru

I gyflwyno cais am swydd wag rhaid i chi gofrestru i gyrchu'r ffurflen gais ddiogel ar-lein.

Os ydych eisoes wedi cofrestru gallwch fewngofnodi eto drwy roi eich cyfeiriad e-bost a'r cyfrinair a grëwyd gennych yn ystod y cofrestru i gael mynediad at eich gwybodaeth ddiogel a chyflwyno ceisiadau.

Os nad ydych wedi cofrestru o'r blaen, bydd angen i chi wneud hynny i wneud cais ar-lein, dilynwch y broses gofrestru isod i gwblhau eich cofrestriad.

Sylwer: **Rhaid galluogi Javascript a chwcis i ddefnyddio'r wefan hon**

Mewngofnod staff Prifysgol Metropolitan Caerdydd

Os ydych chi'n aelod o staff ym Prifysgol Metropolitan Caerdydd, cliciwch ar y botwm "Mewngofnod Staff" i gael mynediad i'r wefan hon.

[Mewngofnod Staff](#)

Eisoes wedi cofrestru?	Heb Gofrestru?	Wedi anghofio'ch cyfrinair?
<p>Ebost/Enw Defnyddiwr: <input style="width: 100%;" type="text"/></p> <p>Cyfrinair: <input style="width: 100%;" type="text"/></p> <p><input type="checkbox"/> Rwy'n derbyn cwcis</p> <div style="text-align: right;">Mewngofnodi</div>	<p>Mynd ymlaen i'r broses gofrestru</p> <div style="text-align: right;">Cofrestru</div>	<p>Os ydych chi wedi anghofio eich cyfrinair, gallwch ailosod eich cyfrinair drwy ddilyn ein gweithdrefn ailosod cyfrinair. Anfonir dolen ichi mewn e-bost y mae'n rhaid i chi ei dilyn i ailosod eich cyfrinair.</p> <div style="text-align: right;">Ailosod Cyfrinair</div>

iTrent

HafanYnglyn â NiAstudioRhyngwladolPartneriaethauYmchwilBusnesCyn-tyfyrwyr

Chwilio am swydd Mae'r seren yn dangos y meysydd gorfodol y bydd rhaid eu cwblhau.

Mewngofnodi defnyddiwr presennol

Wedi anghofio'r cyfrinair

Fy ngheisiadau

Fy mhroffil

e-bostiwrch ni

English

Mewngofnodi defnyddiwr presennol

Rhowch eich Enw Defnyddiwr a'ch Cyfrinair. Os ydych wedi anghofio'ch cyfrinair, defnyddiwch y ddolen isod. Os ydych chi wedi nodi cyfrinair anghywir 3 gwaith, bydd eich cyfrif yn cael ei diactifadu, cysylltwch ag Adnoddau Dynol.

Enw Defnyddiwr *

Cyfrinair *

[Anghofio'ch cyfrinair?](#)

[Mewngofnodi](#) [Yn ? ganlyniadau chwilio](#)

I gael cymorth gyda cheisiadau a wneir drwy HIRE, cysylltwch â'r Tîm Recriwtio Staff gan ddefnyddio'r manylion isod:

- Rhif ffôn recriwtio staff: +44 (0) 2920 417 317
- e-Bost: StaffRecruitment@CardiffMet.ac.uk

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

Cardiff Metropolitan University | Prifysgol Metropolitana Caerdydd

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Chwilio am swydd

Mewngofnodi defnyddiwr presennol

Wedi anghofio'r cyfrinair

Fy nghesiadau

Fy mhroffil

Cysylltu a ni

English

Cofrestru defnyddiwr newydd

Rhowch eich manylion isod i gael cofrestru. Rhaid i'ch enw defnyddiwr fod yn chwite chymeniad o leiaf ac yn cynnwys un cymeniad rhifol o leiaf. Rhaid i'ch cyfrinair fod yn burm cymeniad o leiaf.

Teld

Enw blaen

Cyfenw

Cyfeiriad e-bost

Gadarnhau cyfeiriad e-bost

Cyfrinair

Gadarnhau cyfrinair

Dewiswch 'Cofrestru defnyddiwr newydd' os nad ydych wedi gwneud cais am rôl o'r blaen.

Defnyddiwr 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 Fetropolitan Caerdydd a fydd yn galluogi mynd at hanes eich ceisiadau o dan un cyfrif.

Defnyddiwr Presennol

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

Ymgeisio am swydd

Nodwch eich enw defnyddiwr a'ch cyfrinair. Os ydych wedi anghofio'ch cyfrinair, defnyddiwch y dolen 'Defnyddiwr Newydd'. Os ydych chi wedi rhwngofnodi eich manylion, bydd eich cyfrif yn cael ei diactifadu, cysylltwch ag Adnoddau Dynol.

Enw Defnyddiwr

Cyfrinair

Rhowch eich Enw Defnyddiwr a'ch Cyfrinair, yna dewiswch 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 wybodaethangenrheidiol 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

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Chwilio am swydd

Mewngofnodi defnyddiwr presennol

Wedi anghofio'r cyfrinair

Fy nghesbiadau

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 ddiactifadu, cysylltwch ag Adnoddau Dynol.

Enw blaen:

Cyfenw:

Cyfeirnod sbectol:

Enw Defnyddiwr:

Cyflwyno Nol

Llenwch y wybodaeth i ofyn am linc 'ailosod'

Dewiswch y ddolen 'Anghofio'r cyfrinair'



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.



- 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 '**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 golli'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

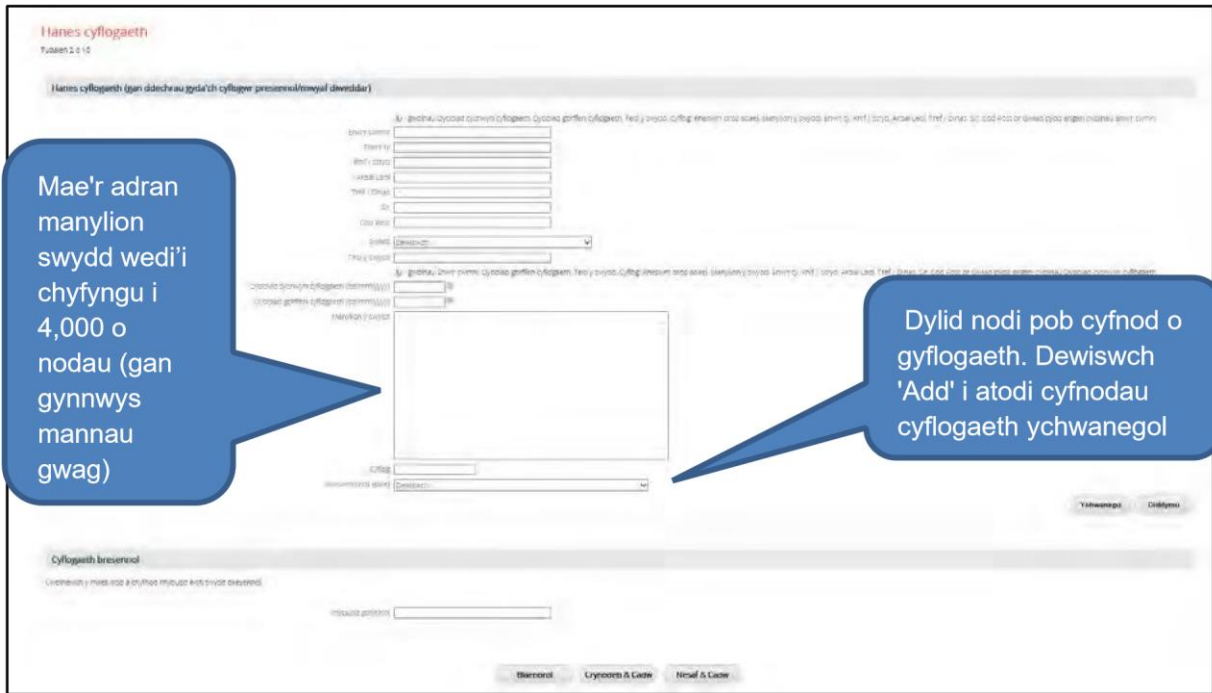
- Mae holl swyddi gwag Prifysgol Metropolitan Caerdydd yn cau am hanner nos (GMT / BST) ar eu dyddiad cau penodedig.

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**'.

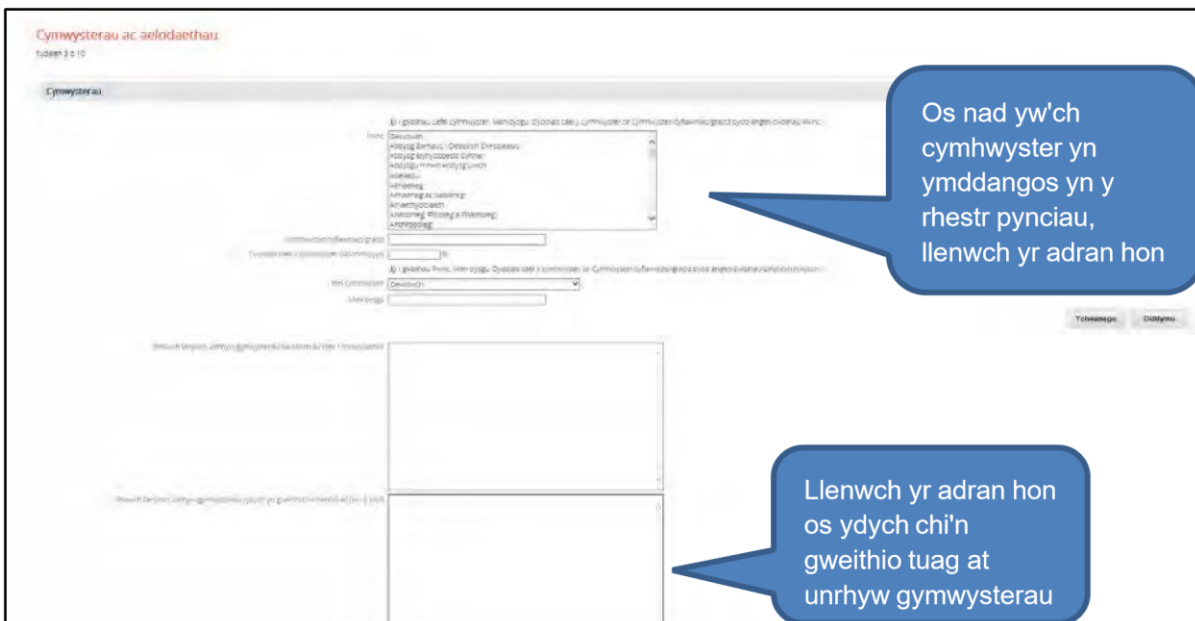
Os ydych chi wedi defnyddio'r system ar-lein yn ddiweddar, dylai fod eich cyfeiriad i'w weld o dan y meysydd gwag.

- Gwiriwch y rhain, ac os oes angen, diweddarwch eich manylion trwy ddewis '**Golygu**'.



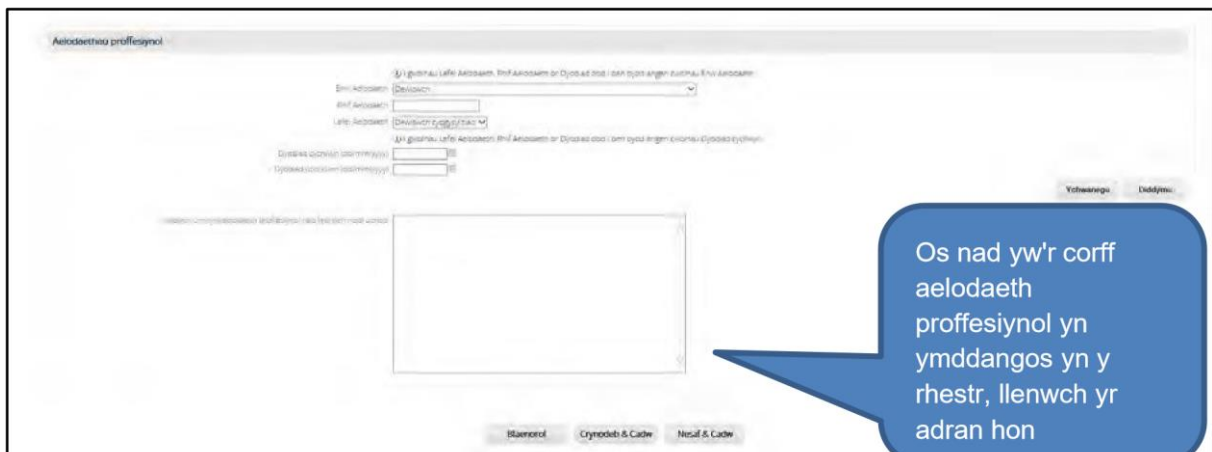
Cymwysterau

- 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'*.



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 fedrwyh nodi uchod'



The image shows a screenshot of a web form titled 'Aelodaeth broffesiynol'. The form contains several input fields and a large empty text area. A blue callout box points to this text area with the following text: 'Os nad yw'r corff aelodaeth proffesiynol yn ymddangos yn y rhestr, llenwch yr adran hon'. At the bottom of the form, there are three buttons: 'Blamorol', 'Crynodeb & Cadw', and 'Newid & Cadw'. On the right side, there are two buttons: 'Ychwanegu' and 'Deddfu'.

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 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 golli pan fyddwch chi'n ei ludo.

Gwybodaeth ategol
Tudalen 4 o 10

Rhegr o wybodaeth i gefnogi'n cas

Rhwyb oystoleeth bellach i osangsi i ba raddau rydych yn cwddo a'r meini prawf dewis ym Manyleb y Person ar gyfer y swydd hon. Os ydych chi'n darparu, diveddych chi'n rydych wedi caffael y wybodaeth a'r sgiliau diweddaraf, mowch enghreifftiau o'ch llywodraethau ac unrhyw hyfforddiant neu weithgredau proffesiynol (gwinc a lefel).

NODUR: MAE UCHAFSWM HED BOB ADRAN WEDDHI GYFYNGU I 4,000 O GYMERIADAU (GAN GYNNWYS BYLLCHAU)

Addysg a Chymwysterau

Addysg a chymwysterau - Harfodol

Addysg a chymwysterau - Dymundol

Mae pob adran wedi'i chyfyngu i 4,000 o nodau (gan gynnwys manau gwag)

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/tiwtoriadaid/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 gyfsweld.

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.

Gwybodaeth sensitif

Tudalen 6 o 10

Mae prifoni i'w gaelu gwybodaeth ychwanegol ar ffurfio arian a'u hysbysu i'r Gyfrangreftu Cyffwrdd a'r Ddeddf Gyfreiddio 2010 a Ddeddf Gyfreiddio a Deddf Gyfreiddio yng Nghymru. Ffurfio arian ychwanegol a'u hysbysu i'r Gyfrangreftu Cyffwrdd a'r Ddeddf Gyfreiddio 2010 a Ddeddf Gyfreiddio yng Nghymru. Ffurfio arian ychwanegol a'u hysbysu i'r Gyfrangreftu Cyffwrdd a'r Ddeddf Gyfreiddio 2010 a Ddeddf Gyfreiddio yng Nghymru.

Bydd ym 10 Ionawr 2024 yn cael ei hysbysu i'r Gyfrangreftu Cyffwrdd a'r Ddeddf Gyfreiddio 2010 a Ddeddf Gyfreiddio yng Nghymru. Ffurfio arian ychwanegol a'u hysbysu i'r Gyfrangreftu Cyffwrdd a'r Ddeddf Gyfreiddio 2010 a Ddeddf Gyfreiddio yng Nghymru.

Gwybodaeth sensitif

Rhywedd

Tystiolaeth

Statws

Deddf Gyfreiddio

Amlych

Tystiolaeth

Amlych

Statws

Tystiolaeth

Bydd y wybodaeth a rochw yn cael ei thrin yn gyfrinachol. **NI** roddir y wybodaeth hon i'r panel dethol

Hunaniaeth gendolaethol

Mae'r hysbysu i'r Gyfrangreftu Cyffwrdd a'r Ddeddf Gyfreiddio 2010 a Ddeddf Gyfreiddio yng Nghymru. Ffurfio arian ychwanegol a'u hysbysu i'r Gyfrangreftu Cyffwrdd a'r Ddeddf Gyfreiddio 2010 a Ddeddf Gyfreiddio yng Nghymru.

Deddf Gyfreiddio

Hunaniaeth Gendolaethol

Bleochogwydd a mamolaeth

Bleochogwydd a Mamolaeth

Blaencroft Crynodeb & Cadw Nesaf & Cadw

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.

Gwybodaeth ychwanegol
Tudalen 1 o 10

Colffarnau heb osarfof
O dan Deddf Adsefydlu Troseddwy'r 1974, os oes eiddo'n cael ei nodi fel gwybodaeth am euogfarnau, ydych chi'n hyspysu'r swydd i'r ddeddf. Os ydych chi'n hyspysu'r swydd i'r ddeddf, ydych chi'n hyspysu'r swydd i'r ddeddf. Os ydych chi'n hyspysu'r swydd i'r ddeddf, ydych chi'n hyspysu'r swydd i'r ddeddf.

Os ydych chi'n hyspysu'r swydd i'r ddeddf, ydych chi'n hyspysu'r swydd i'r ddeddf.

Datganiad Deddf 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.

Os ydych chi'n hyspysu'r swydd i'r ddeddf, ydych chi'n hyspysu'r swydd i'r ddeddf.

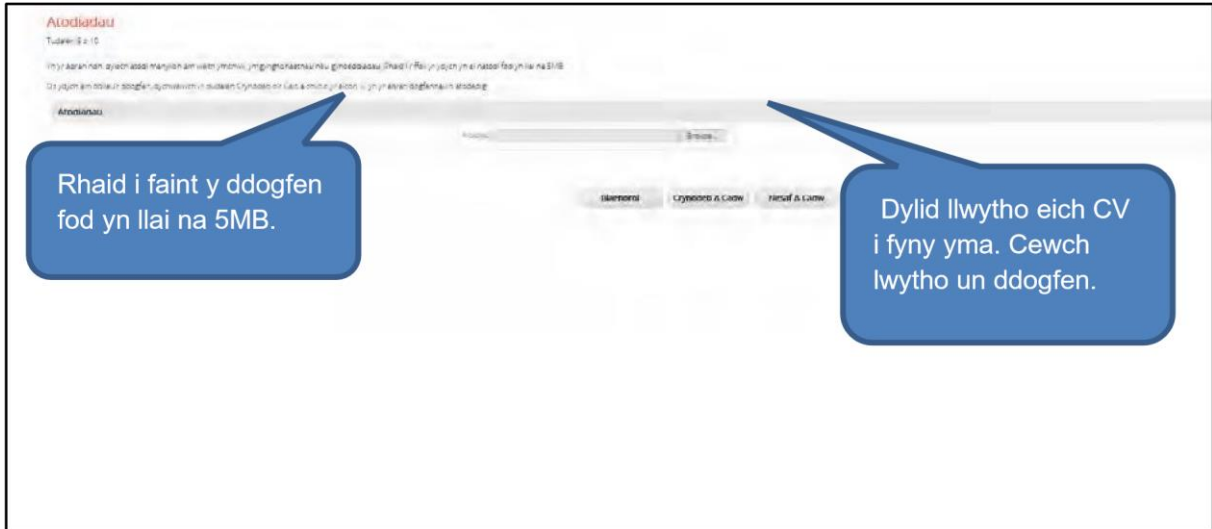
Blwch **Crynodeb & Cadw** **Nesaf & Cadw**

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

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 Troseddwy'r 1974.

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.



Diweddaru Swyddi 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]	Diweddariad

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

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]	Diweddariad

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