

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

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

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Search for job

[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](#)

⚠ The asterisk symbol denotes mandatory fields which must be completed

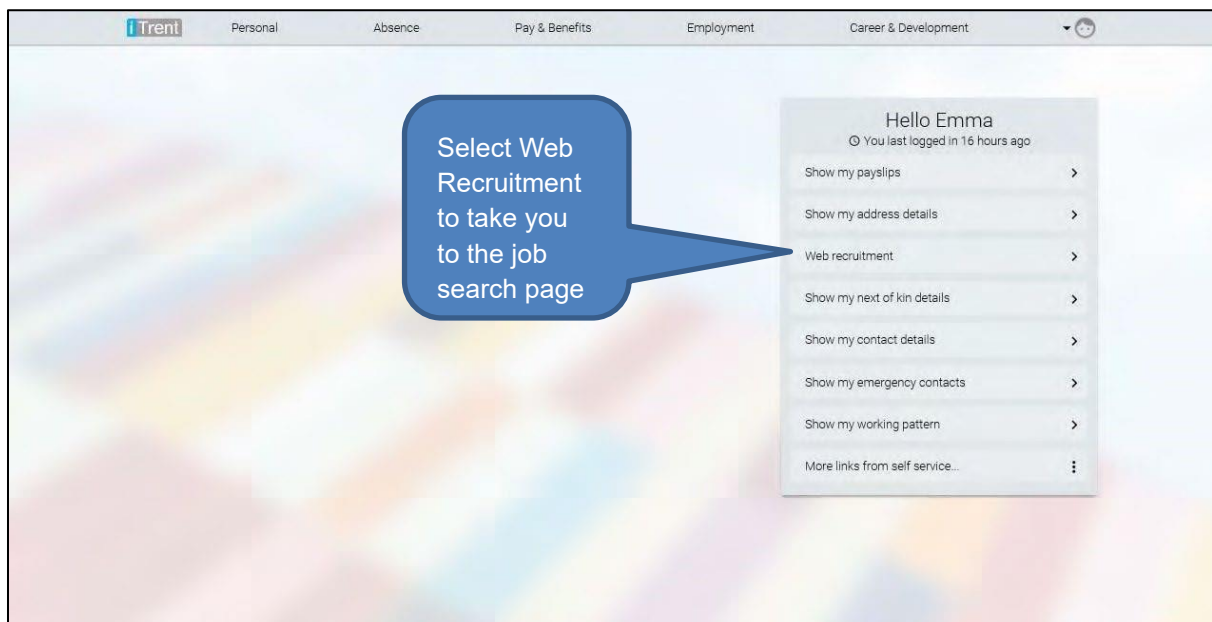
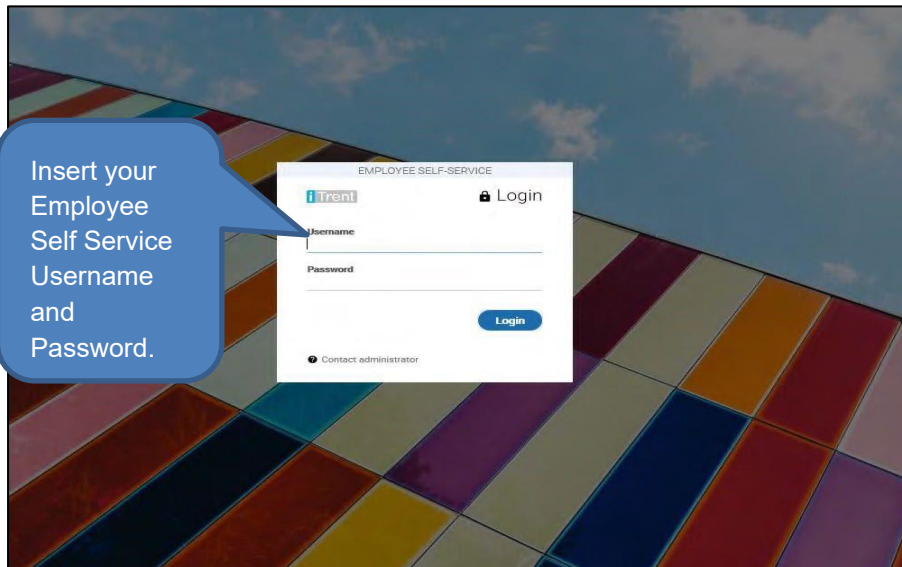
For support with applications made via HIRE please contact the Staff Recruitment Team using the details below:

- 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

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



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

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.

Icon guide

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

- 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.

The screenshot shows a web application interface for job applications. On the left, there is a navigation menu with options: 'Search for job', 'Existing user login', 'Forgotten password', 'My applications', 'My profile', and 'Contact us'. A blue callout box with an arrow points to 'My applications' with the text 'Select 'My Applications''. In the center, there is a section titled 'Application Details' with fields for 'User Name' and 'Email address', both redacted with black bars. Below this is a section for 'In progress applications' with a sub-header 'Your 'in progress' applications are listed below. To update or submit your application, select the corresponding 'Update' button.' A table lists one application:

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

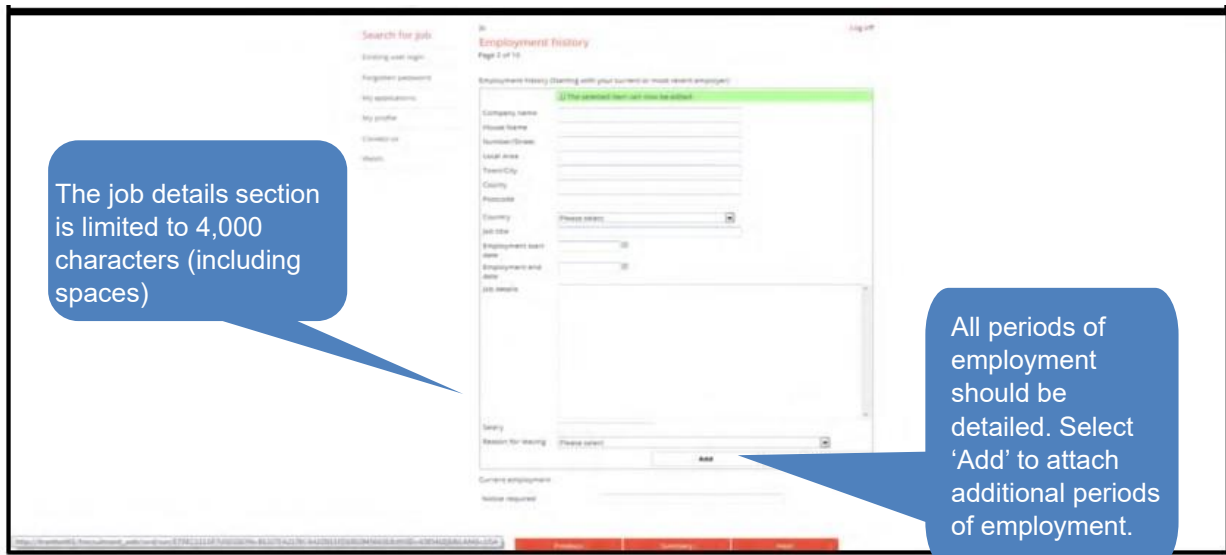
At the bottom of the page, there is a red 'JOB SEARCH' button. A blue callout box on the right points to the 'Update' button with the text 'Select 'Update' and this will take you through to the application summary page to continue the application summary page of the application form.'

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'.

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 screenshot shows the 'Employment history' page. On the left is a navigation menu with options like 'Search for jobs', 'Existing user login', 'Employer account', 'My applications', 'My profile', 'Dashboard', and 'About'. The main content area is titled 'Employment history' and 'Page 1 of 10'. It contains a form for adding a new job entry. The form fields include: Company name, House Name, Number/Street, Local area, Town/City, County, Postcode, Country (with a dropdown menu), Job title, Employment start date, Employment end date, and Job details. There is an 'Add' button at the bottom of the form. A blue callout bubble on the left points to the 'Job details' field with the text: 'The job details section is limited to 4,000 characters (including spaces)'. Another blue callout bubble on the right points 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 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.

The screenshot shows the 'Qualifications and memberships' section of the Emme system. The page title is 'Emme' and 'Page 3 of 10'. The user is logged in as 'Emme' and can log off. The form is titled 'Qualifications and memberships' and contains the following fields:

- Subject:** A dropdown menu with a green highlight and a message: 'The selected item can now be edited'. The list includes: Human Resource Management, Academic Studies in Education, Accounting, Aerospace Engineering, Agricultural Sciences, Agriculture, American Studies, Anatomy, Physiology and Pathology, Ancient Language studies, and Animal Science.
- Qualification/achievement/grade:** Text input field containing 'pass'.
- Qualification date obtained:** Date input field containing '05/09/2005'.
- Qualification level:** Dropdown menu containing 'Masters'.
- Place of learning:** Text input field containing 'Glamorgan University'.
- Awarding body:** Dropdown menu containing 'Please select'.

Below the form are two text areas:

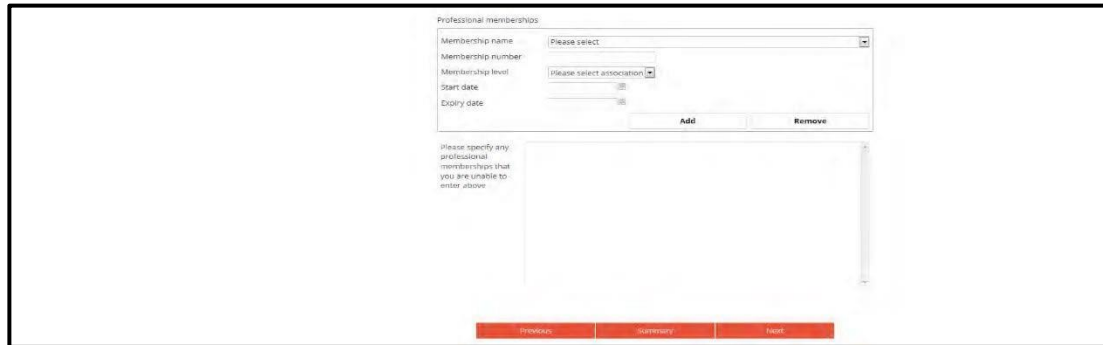
- Please specify any qualifications that you are unable to enter above:** A large empty text area.
- Please specify any qualifications that you are currently working towards:** A large empty text area.

Two callout boxes provide instructions:

- Top callout box:** 'If your qualification doesn't appear in the subject, complete this section' (pointing to the 'unable to enter' text area).
- Bottom callout box:** 'Complete this section if you are working towards any qualifications' (pointing to the 'currently working towards' text area).

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 displays a web form titled "Professional memberships". It features several input fields: "Membership name" with a dropdown menu showing "Please select"; "Membership number" with a text input field; "Membership level" with a dropdown menu showing "Please select association"; "Start date" with a date picker; and "Expiry date" with a date picker. Below these fields are "Add" and "Remove" buttons. A large text area below the buttons contains the instruction: "Please specify any professional memberships that you are unable to enter above". At the bottom of the form, there are three orange navigation buttons labeled "Previous", "Summary", and "Next".

Supporting Information Page

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

Tip: Remember to save your work regularly by selecting the 'save and summary' button at the bottom of the screen.

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

The screenshot shows a web interface 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 'Supporting information' and is 'Page 4 of 10'. It shows the user 'Emma' and a 'Log off' link. The page asks for 'Further information in support of your application' and provides instructions: '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)'. There are two sections for 'Education and qualifications': 'Essential' and 'Desirable', each with a large text input box. A blue callout box on the right states: '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.

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

Emma
References
Page 5 of 10
Log off

Reference 1
Please refer to the guidelines for applicants and give details below of two relevant referees, one of whom, must be your current employer.
Referees will be contacted upon the identification of a preferred candidate following the interview process.

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

Previous Summary Next

All sections will need to be completed for two referees.
Referees will only be contacted upon identification of a preferred candidate following the interview process.

Sensitive Information

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

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

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

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

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

Sensitive information
Page 6 of 10

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

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

Sensitive information

Gender

Ethnic origin

Marital status

Nationality

Religion

Sexual orientation

Disability

Disability description

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

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

National identity 1

National identity 2 (Optional)

Pregnancy & maternity

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

In the past year have you taken any maternity leave?

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 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 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.

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?

Yes No

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 7 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 with an understanding in Welsh

Are you able to speak any other languages?

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

Should you 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

Payroll correspondence that relates to my employment (and/or to the person(s))

Documents that outline any training needs or requirements

Documents that outline my performance objectives

Documents that outline or relate 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 labelled with your name e.g. JsmithCV.doc

The screenshot shows the 'Attachments' page in the job application portal. The user is logged in as 'Emma'. The page title is 'Attachments' and it is page 9 of 10. A 'Browse...' button is visible for uploading a document. A blue callout bubble on the left states: 'The document size must be less than 5MB.' A blue callout bubble on the right states: 'Your CV should be uploaded here. You are able to upload one document.'

The screenshot shows the 'Application summary' page. The user is logged in as 'Emma' and is an 'Administrator'. The page lists various application pages with progress indicators. A blue callout bubble on the left states: 'Note: the document doesn't show as attached on this page. Go to the summary (home) page to see the attachment is there.' The 'Documents attached' section shows a file named 'Capture.PNG'. Below this, there is a table with job details:

| Job details | |
|---------------|---------------|
| job reference | 15REQ0000028 |
| job title | Administrator |
| End date | |
| Salary | 22000-25000 |

At the bottom, it says 'Good luck with your application.'

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

Page 10 of 10

Declaration

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

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

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

Please affirm your agreement with the declaration *

End of application form

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

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

Previous Summary

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

Submitting Your Application

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

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

When the icons are green all mandatory details have been completed

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

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.

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

Application Details

EMSWIL
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 | 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"/> |

Send email

Job search

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

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 cofrestrriad.

Sylwer: **Rhald 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?

Ebost/Enw Defnyddiwr:

Cyfrinair:

Rwy'n derbyn cwcis

[Mewngofnodi](#)

Heb Gofrestru?

Mynd ymlaen i'r broses gofrestru

[Cofrestru](#)

Wedi anghofio'ch cyfrinair?

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.

[Ailosod Cyfrinair](#)

iTrent

Hafan Ynglyn â Ni Astudio Rhyngwladol Partneriaethau Ymchwil Busnes Cyn-fyfyrrwr

Chwilio am swydd

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](#)

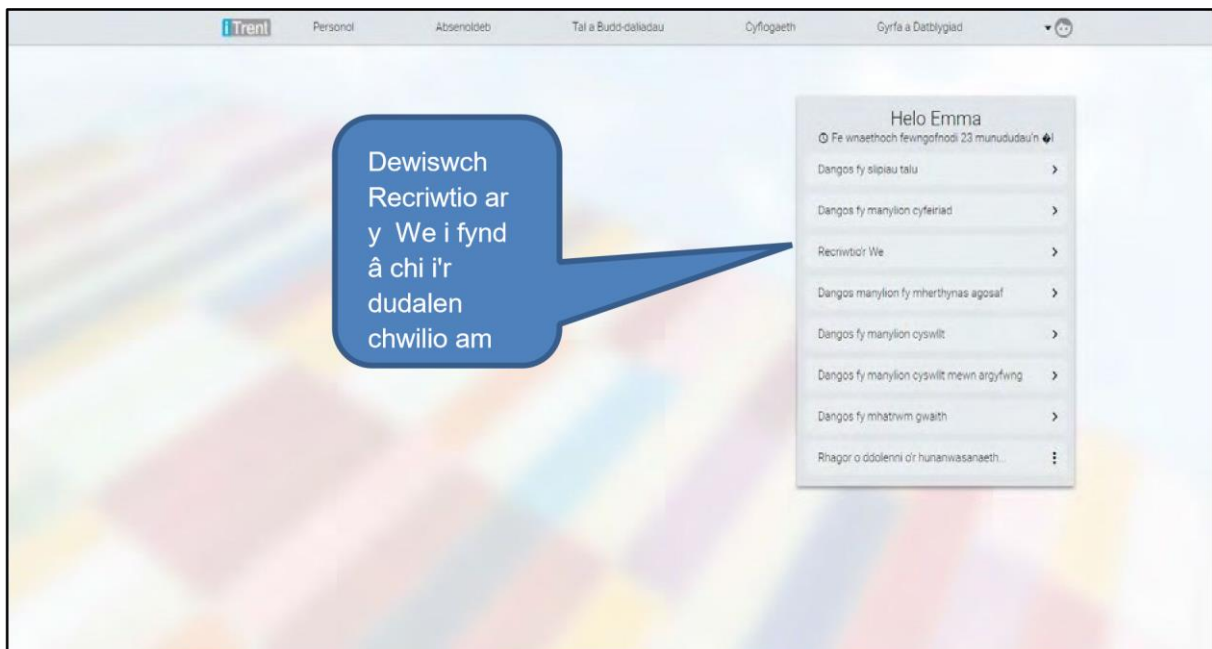
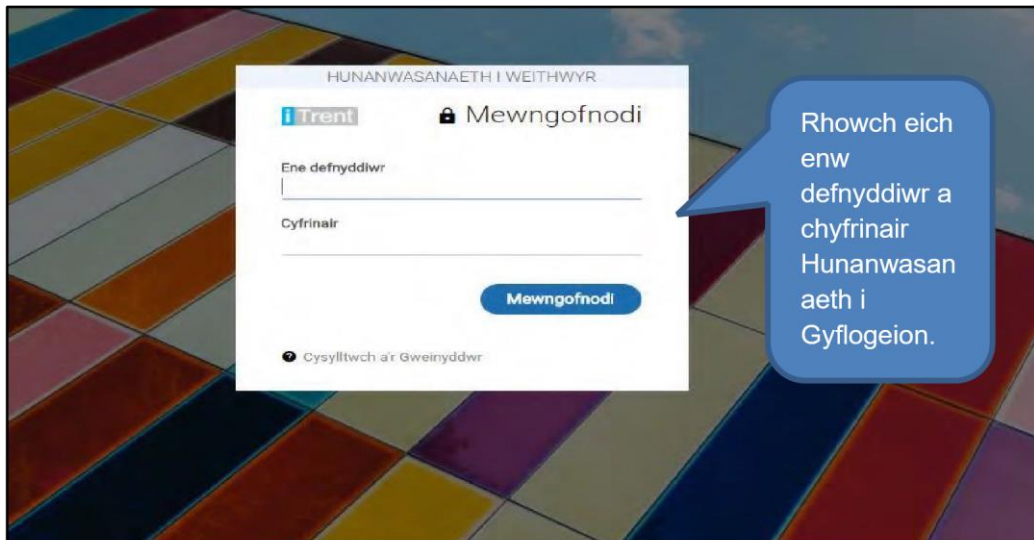
I gael cymorth gyda cheisiadau a wneir drwy HIRE, cysylltwch â'r Tîm Recriwtio Staff gan ddefnyddio'r manylion isod:

- 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

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



Chwilio am swydd Emma Allgofnodi

Mewngofnodi defnyddiwr presennol

Wedi anghofio'r cyfrinair

Fy nghesidiadau

Fy mhroffil

Cysylltu a ni

English

Chwilio am swyddi

Nodynch ein bod yn datblygu'r fersiwn Cymraeg o'r tudalen swyddi, a bydd pob swydd a hysbysu ar ei Ebrill 1af yn cael eu cyhoeddi'n ddwyieithog. I weld yr holl swyddi gwag, gwneir yn siar 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.

Telti y swydd

Geiriau allweddol

Band cyflog

Enghraifft: Dantbydd, Gweisyddwr

Enghraifft: Ymchwili, ardyysgu

Band cyflog

18-15k
15-20k
20-25k
25-30k
30-40k
40k a mwy

Trefnu canlyniadau'r chwiliad yn ol

Canlyniadau yn ol tudalen

Dyddiad cau ar gyfer y swydd

Dyddiad postio

Telti y swydd

Geiriau allweddol

Lleoliad

Cyflog

10

Chwilio

Chwiliad

od 3 ateb

TEST APP FORM 2 - Welsh Language Tutor

• Cyfeirnod y swydd: 18REQ0000637

Anfon at ffrind

Ymgeisio ar-lein

Defnyddiwrch 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 epost



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] | Diweddariad |

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

Tudalen Hanes Cyflogaeth

- Ar gyfer dyddiadau cychwyn a gorffen eich swyddi blaenorol, rhaid cofnodi'r holl ddyddiadau yn y fformat canlynol: dd/mm/bbbb. 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.

Hanes cyflogaeth
Tudalen 2 o 10

Hanes cyflogaeth (gan ddechrau gyda'r 1st cyflogwr personol/ffurfiol ddiweddar)

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

Dylid nodi pob cyfnod o gyflogaeth. Dewiswch 'Add' i atodi cyfnodau cyflogaeth ychwanegol

Ychwanegu Ddilyni

Ddiroedol Cryseuon & Cais Ddirol & Cais

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'

The screenshot shows a web form titled "Aelodaethau proffesiynol". At the top, there is a heading: "Yn ymddangos ym Rhestr Aelodaethau Broffesiynol yn Ddiweddar i'r Ddarllythwr a'r Aelodaeth". Below this, there are several input fields and dropdown menus:

- A dropdown menu for "Enw Aelodaeth" with "Dechrau" selected.
- A text input field for "Enw Aelodaeth".
- A dropdown menu for "Lleoliad Aelodaeth" with "Darllythwr Cyffwrdd" selected.
- A dropdown menu for "Yn ymddangos ym Rhestr Aelodaethau Broffesiynol yn Ddiweddar i'r Ddarllythwr a'r Aelodaeth".
- Two text input fields for "Deddfu arosu'n ddarhymys" and "Deddfu arosu'n ddarhymys".

At the bottom of the form, there are three buttons: "Blainford", "Cynodiab & Cadw", and "Nesaf & Cadw".

Udalen 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

Rhagor o wybodaeth i gefnogi'n cas

Rhowch dystiolaeth bellach i ddangosi i ba raddau rydych chi'n cwirio a'i meini prawf oewis yn Maryleo y Person ar gyfer y swydd hon. Os ydych chi'n berthnasol, oedwch chi'n nodi sut rydych chi'n cael y wybodaeth a'r sgiliau o'i ddarparu, mewn enghreifftiau o'n llwyddiannau ac unrhyw gyffwrddiant neu weithgareddau proffesiynol (dwi'n a lefel).

NODER: MAE UCHAFSWM HID BOB ADRAN WEDDHI GYFYNGU I 6,000 O GYMERIADAU (GAN GYNNWYS BYLCHAU)

Addysg a Chymwysterau

| | |
|----------------------------------|--|
| Addysg a chymwysterau - Harfodol | |
| Addysg a chymwysterau - Dymuniad | |

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/tiwtoriaid/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.

The image shows a screenshot of a web form titled 'Geirdaon' (Application Form) for Metropolitan University. The form is divided into sections for 'Canolwyr geirdaon' (Application referees) and 'Geirdaon 1' and 'Geirdaon 2' (Application referees). Each section contains several input fields for personal details and contact information. A blue callout box on the right side of the form contains the following text:

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.

At the bottom of the form, there are three buttons: 'Blamorci', 'Cynyddi & Cadw', and 'Newid & Cadw'.

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 form with the following sections:

- Gwybodaeth sensitif**: Includes dropdown menus for 'Rhywedd', 'Tystiolaeth', 'Statws proffesi', 'Deddfwriaeth', 'Ymffwrdd', 'Tystiolaeth', 'Mudiad', and 'Categori'. Below these is a 'Categori' dropdown and a 'Deddfwriaeth' dropdown.
- Hunanweith genedlaethol**: Includes a 'Hunanweith genedlaethol 1' dropdown and a 'Hunanweith genedlaethol 2' dropdown.
- Bleisio gwystud a mamolaeth**: Includes a 'Bleisio gwystud a mamolaeth' dropdown and a 'Ymffwrdd' dropdown.

At the bottom of the form are buttons for 'Blenzrol', 'Crynodeb & Cadw', and 'Newid & Cadw'.

A blue callout box on the right side of the form contains the text: "Bydd y wybodaeth a rowch yn cael ei thrin yn gyfrinachol. NI roddir y wybodaeth hon i'r panel dethol."

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.

Gwybodaeth ychwanegol
Tudalen 1 o 10

Collfarnau heb disbyddu
O dan Ddeddf Adsefydlu Troseddwy'r 1974, dim gofyn i chi roi gwybodaeth am euogfarnau 'wedi'u disbyddu' oni bai bod y swydd wedi'i nodi fel eithriad i'r Ddeddf. 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, llenwch yr 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.

Kid gennyh chi'n ymgeisio amdani i'r swydd hon, os ydych chi'n nodi 'yes' yn y ddolwr, bydd y swydd hon yn cael ei gwiriad gan y Gwasanaeth Datgelu a Gwahardd (DBS - CRB gynt). Os ydych chi'n nodi 'no', dim gwybodaeth yn hysbysu i'r Gwasanaeth Datgelu a Gwahardd (DBS - CRB gynt) am y swydd hon.

Datganiad Ddeddf Adsefydlu Troseddwy'r 1974
Yn unigol neu'n grŵp, os ydych chi'n ymgeisio i'r swydd hon, os ydych chi'n nodi 'yes' yn y ddolwr, bydd y swydd hon yn cael ei gwiriad gan y Gwasanaeth Datgelu a Gwahardd (DBS - CRB gynt). Os ydych chi'n nodi 'no', dim gwybodaeth yn hysbysu i'r Gwasanaeth Datgelu a Gwahardd (DBS - CRB gynt) am y swydd hon.

Os ydych chi'n nodi 'yes' yn y ddolwr, bydd y swydd hon yn cael ei gwiriad gan y Gwasanaeth Datgelu a Gwahardd (DBS - CRB gynt). Os ydych chi'n nodi 'no', dim gwybodaeth yn hysbysu i'r Gwasanaeth Datgelu a Gwahardd (DBS - CRB gynt) am y swydd hon.

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

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.

leithoedd

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

leithoedd
Tudalen 1 o 1

Sgiliau lath

Ydych chi'n gwybodaeth am ymgyddwch lath?

Ydych chi'n gwybodaeth am ymgyddwch lath?

Ydych chi'n gwybodaeth am ymgyddwch lath?

Ydych chi'n gwybodaeth am ymgyddwch lath?

Ydych chi'n gwybodaeth am ymgyddwch lath?

Deddf lath ar gyfer Adnys Bwydydd

Deddf lath ar gyfer Adnys Bwydydd ydych chi'n gwybodaeth am ymgyddwch lath?

Deddf lath ar gyfer Adnys Bwydydd ydych chi'n gwybodaeth am ymgyddwch lath?

leithoedd

Ydych chi'n gwybodaeth am ymgyddwch lath?

Ydych chi'n gwybodaeth am ymgyddwch lath?

Ydych chi'n gwybodaeth am ymgyddwch lath?

Ydych chi'n gwybodaeth am ymgyddwch lath?

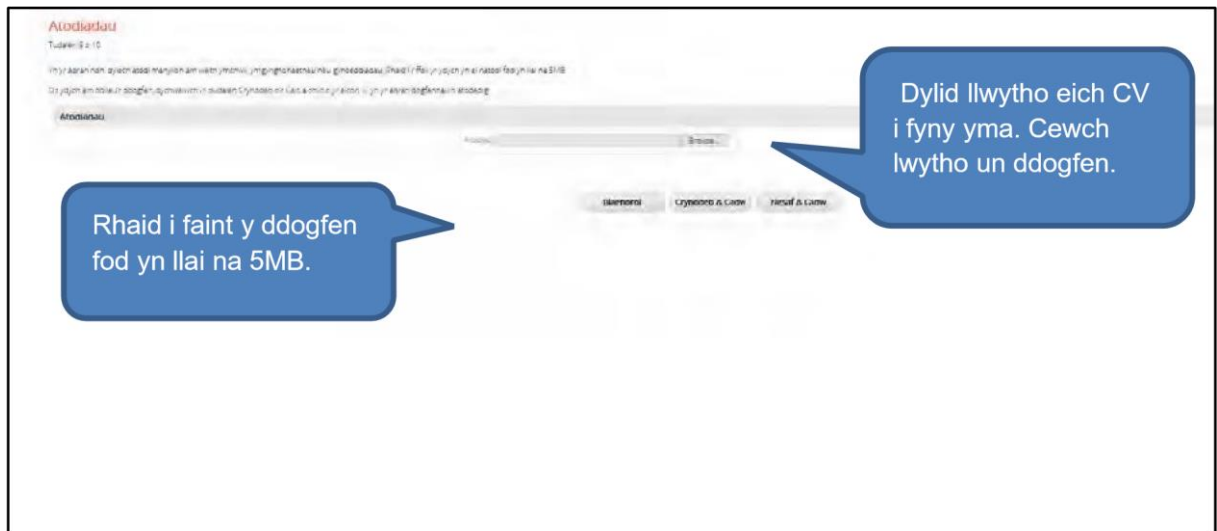
Ydych chi'n gwybodaeth am ymgyddwch lath?

Atodiadau

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

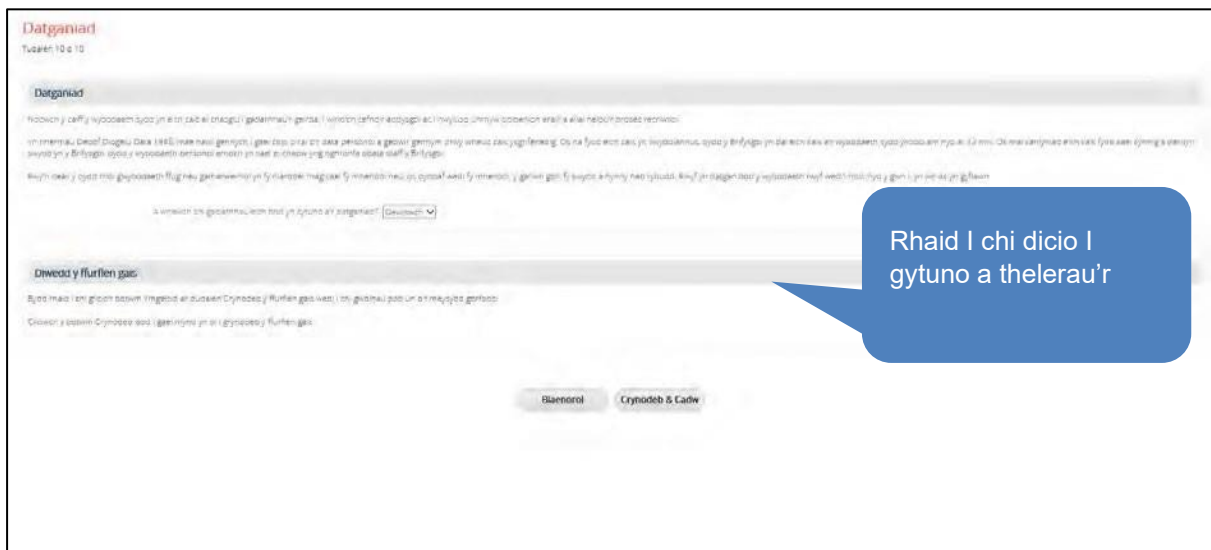
- Mae angen atodi'r ddogfen ar wahân trwy ddewis y botwm 'browse'. Terfyn maint y feil yw 5MB.

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 grynoded 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 lenwi.



The screenshot shows a web application interface for a job application. The main heading is 'Cais o'r crynodeb'. Below it, there are several sections: 'Tudalennau yngorffwrdd' with a list of application stages, 'Opiynhau eraill', 'Manylion y swydd' with details like 'Cyfnewidiadau', 'Tali y swydd', 'Mentorategion swydd', 'Sylfaen', and 'Pob iwaith eraill'. On the right, there is a 'Cyflwyno'r eicon' (Application Icon) section with a list of icons and a 'Ymgwis' (Apply) button. A blue callout box with white text is overlaid on the page, pointing to the 'Ymgwis' button. The text inside the callout box reads: 'Pan fydd yr eiconau'n wyrdd, llenwyd yr holl fanylion gorfodol'.

Diweddaru Swyddi Gwag

Fy Ngheisiadau

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

Manylion y cais

Enw Defnyddiwr
Cyfeiriad epost

Ceisiadau sydd ar waith
Mae eich ceisiadau sydd 'ar y gweill' wedi'u rhestru isod. I ddiweddaru neu i gyflwyno eich cais, dewiswch y botwm '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 |

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 ehostio yn awtomatig at y cyfeiriad epost 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 epost

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