**Y Gwasanaeth Prentisiaethau Gwag / Apprenticeship Vacancy Service**

**Dod o hyd i Brentisiaeth / Find an Apprenticeship**

**Creu prentisiaeth wag newydd – Templed / Create new vacancy – Template**

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| --- | --- | --- | --- |
| **Form field heading** | **Enter Text – English only**  | **Form field heading** | **Enter text – Welsh only**  |
| **Vacancy details**\* *Mandatory fields*  |  | **Manylion swydd ar gyfer hysbysebu*****\**** *Meysydd gorfodol* |  |
| **Vacancy name\*** | Apprentice……. | **Enw'r brentisiaeth wag\*** |  |
| **Apprenticeship level\*** | Select from drop-down | **Lefel Prentisiaeth \*** | Dewiswch o'r gwymplen |
| **Number of vacancies\*** |  | **Nifer y prentisiaethau gwag \*** |  |
| **Sector\*** | Select from drop-down | **Sector \*** | Dewiswch o'r gwymplen |
| **Closing date of listing\*** | DD/MM/YYYY | **Dyddiad cau \*** | DD/MM/BBBB |
| **Hours per week\*** | Select from drop-down | **Oriau yr wythnos \*** | Dewiswch o'r gwymplen |
| **Pay\*** | Select from drop-down | **Cyflog \*** | Dewiswch o'r gwymplen |
| **Enter Pay value \***(*For example the salary may be an annual value of £15,000 per annum)* |  | **Rhowch werth Tâl\****(Er enghraifft gallai'r cyflog gael gwerth blynyddol o £15,000 y flwyddyn)* |  |
| **Disability confident \*** | Yes [ ]  No [ ]  | **Hyderus o ran Anabledd \*** | Oes [ ]  Nac oes [ ]  |
| **Daily duties \****(6 bullets points with overall word count 150 max.)* | *
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 | **Dyletswyddau dyddiol \****(6 phwynt bwled gyda chyfrif geiriau cyffredinol 150 ar y mwyaf.)* | *
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| **Form field heading** | **Enter Text – English only**  | **Form field heading** | **Enter text – Welsh only**  |
| **Apprentice Details** \* *Mandatory fields*  |  | **Manylion Prentisiaethau*****\**** *Meysydd gorfodol* |  |
| **Desirable personal qualities of apprentice \****(150 words max.)* |  | **Nodweddion personol dymunol mewn prentis \****(150 gair ar y mwyaf)* |  |
| **Additional information***(150 words max.)* |  | **Gwybodaeth ychwanegol***(150 gair ar y mwyaf)* |  |
| **Qualifications required \****(150 words max.)* |  | **Cymwysterau gofynnol \****(150 gair ar y mwyaf)* |  |
| **Welsh language requirements \*** | Welsh speaking skills [ ] Welsh writing skills [ ] None [ ]  | **Gofynion o ran y Gymraeg \*** | Sgiliau siarad Cymraeg [ ] Sgiliau ysgrifennu Cymraeg [ ] Dim [x]  |
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| **Form field heading** | **Enter Text – English only**  | **Form field heading** | **Enter text – Welsh only**  |
| **Provider details**\* *Mandatory fields*  |  | **Manylion darparwr*****\**** *Meysydd gorfodol* |  |
| **Upload company logo – will this be required?***(Allowed types: gif jpg png)* | Yes [ ]  *- please submit to training provider* No [ ]  | **Lanlwytho logo'r cwmni***(Mathau a ganiateir: gif jpg png).*  | Oes [ ]  - *cyflwynwch i'r darparwr hyfforddiant*Nac oes [ ]  |
| **Does this employer currently** **have an employer profile? \*** | Yes [ ]  No [ ]  | **A oes gan y cyflogwr hwn broffil cyflogwr ar hyn o bryd? \*** | Oes [ ]  Nac oes [ ]  |
| **Full address – Where vacancy will be based \***  | Address Line 1:Address Line 2:Address Line 3:Town:County:Postcode: | **Cyfeiriad llawn – Lle bydd swydd wag yn seiliedig \*** | Cyfeiriad Llinell 1:Cyfeiriad Llinell 2:Cyfeiriad Llinell 3:Tref:Sir:Cod post:  |
| **Choose training provider \*** | Select from drop-down  | **Dewis darparwr hyfforddiant \*** | Dewiswch o'r gwymplen  |
| **Training provider course \*** |  | **Cwrs darparwr hyfforddiant \*** |  |
| **Interview arrangements \*** |  | **Trefniadau cyfweliadau \*** |  |
| **How will the applicant apply for the vacancy? \*** | On the employers website [ ] Email [ ]  | **Sut bydd yr ymgeisydd yn gwneud cais am y brentisiaeth wag? \*** | Ar wefan y cyflogwyr [ ] E-bost [ ]  |
| **Insert URL or contact email address: \****(Include the web URL or contact email to apply for the vacancy)* |  | **Mewnosod URL neu gyfeiriad e-bost cyswllt: \*** *(Cynnwys yr URL neu'r e-bost cyswllt i wneud cais am y swydd wag)* |  |
|  |  |  |  |
| **Rwy'n cadarnhau bod y wybodaeth a roddir ar y ffurflen hon yn wir, yn gyflawn ac yn gywir / I confirm that the information given in this form is true, complete and accurate** \*[ ]  |
| **Cwblhawyd gan / Completed By:** |  | **Dyddiad / Date:** |  |
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| **Please return this form to the Team at Cambrian**: marketing@cambriantraining.com |

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