



Please complete this form in full if you wish to advertise a vacancy through Clybiau Plant Cymru Kids' Clubs website www.clybiauplantcymru.org Please submit ONE form PER VACANCY

Person submitting the vacancy: _____

Position within Club: _____

Club Name: _____

Clybiau Plant Cymru Kids' Clubs Membership Number: _____

Vacant Position: _____

Location of Vacancy: _____

How many hours per week? _____

When will the hours be worked?
(e.g. term time only, Monday – Wednesday, during holidays etc) _____

Hourly rate of pay: _____

Requirements / qualifications for the position:
(e.g. successful candidates will be required to undertake an enhanced CRB Check / previous experience / CACHE Level 3 required etc.) _____

Closing Date for Applications: _____

Contact Name for Enquiries: _____

Contact Telephone Number: _____

Contact Email Address: _____

Any other details: _____

Ways of submitting your vacancy:

By Fax: 029 2074 1047 (FAO Administration Manager)

By Email: recruitment@clybiauplantcymru.org

By Post: Recruitment Department, Clybiau Plant Cymru Kids' Clubs, Bridge House, Station Road, Llanishen, Cardiff CF14 5UW

Disclaimer

Clybiau Plant Cymru Kids' Clubs places job advertisements on our website on behalf of our member clubs. Potential applicants should use the contact details listed in the advertisement for any additional information, and should deal directly with the organisation who have placed the advert, and not with Clybiau Plant Cymru Kids' Clubs.

Clybiau Plant Cymru Kids' Clubs does not accept responsibility for the quality or content of the advertisement, or employment practices of clubs advertising for staff. Clybiau Plant Cymru Kids' Clubs does not employ staff on behalf of any other organisation.

For further guidance on recruitment please look at 'Choosing Well, a guide to safe recruitment', a booklet produced by the Care Council for Wales and available on our website www.Clybiauplantcymru.org/downloads/leaflets.



Cwblhewch y ffurflen hon yn llawn os hoffech hysbysebu swydd wag ar wefan Clybiau Plant Cymru Kids' Clubs, www.clybiauplantcymru.org Cyflwynwch UN ffurflen am gyfer POB SWYDD WAG

Person sy'n cyflwyno'r swydd wag: _____

Safle o fewn y Clwb: _____

Enw'r Clwb: _____

Rhif Aelodaeth Clybiau Plant Cymru Kids' Clubs : _____

Swydd Wag: _____

Lleoliad y Swydd Wag: _____

Sawl awr yr wythnos? _____

Pryd gweithir yr oriau?
(e.e. yn ystod y tymor, Llun-Mercher, adeg gwyliau a.y.b.) _____

Graddfa dâl yr awr: _____

Gofynions / cymwysterau ar gyfer y swydd:
(e.e. disgwylir i ymgeiswyr llwyddiannus fod a gwiriad manylach y Swyddfa Cofnodion Troseddol / profiad blaenorol / Lefel 3 CACHE a.y.b.) _____

Dyddiad Cau ar gyfer Ceisiadau: _____

Person Cyswllt ar gyfer Ymholiadau: _____

Rhif Ffôn cyswllt: _____

Cyfeiriad Epost cyswllt: _____

Unrhyw fanylion eraill: _____

Sut y gellwch gyflwyno gwybodaeth am eich swydd wag:

Drwy Ffacs: 029 2074 1047 (I sylw'r Rheolydd Gweinyddiaeth)

Drwy Epost: recruitment@clybiauplantcymru.org

Drwy'r Post: Adran Ricriwtio, Clybiau Plant Cymru Kids' Clubs, Tŷ'r Bont, Ffordd yr Orsaf, Llanisien, Caerdydd CF14 5UW

Ymwadiad

Mae Clybiau Plant Cymru Kids' Clubs yn rhoi hysbysebion am swyddi ar ein gwefan ar ran clybiau sy'n aelodau. Dylai ymgeiswyr posibl ddefnyddio'r manylion cysylltu a restrir yn yr hysbyseb os am unrhyw wybodaeth bellach, a dylent gysylltu'n uniongyrchol â'r cwmni a osododd yr hysbyseb, ac nid â Clybiau Plant Cymru Kids' Clubs.

Nid yw Clybiau Plant Cymru Kids' Clubs yn derbyn cyfrifoldeb am ansawdd na chynnwys yr hysbyseb, nac am arferion cyflogaeth clybiau sy'n hysbysebu am staff ar ran unrhyw gyfundrefn arall.

Am arweiniad pellach ar ricriwtio, cyfeiriwch at 'Dewis Da, Cyngor Ricriwtio Diogel' sef llyfryn a gynhrychir gan Gyngor Gofal Cymru ac sydd ar gael ar ein gwefan, www.Clybiauplantcymru.org/ llwytho i lawr/taflenni.