



**Please complete this form in full if you wish to advertise a vacancy through Clybiau Plant Cymru Kids' Clubs website [www.clybiauplantcymru.org](http://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](mailto: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](http://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](http://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](mailto: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/](http://www.Clybiauplantcymru.org/) llwytho i lawr/taflenni.