|  |  |
| --- | --- |
| IF INTERNAL: Staff Number |  |
| Teitl /   Title |  |
| Enw Llawn /   Full Name |  |
| Ebost /   Email |  |
| Teitl y Swydd /   Job Title |  |
| Cyfeirnod swydd /   Job Reference |  |
| IF ACADEMIC: | Teaching and Research  Teaching and Scholarship  Research Only |
| Dyddiad cychwyn /   Start Date |  |
| Dyddiad gorffen  (os yw'n berthnasol) /   End date (if applicable) |  |
| Gradd a Pwynt Sbinol /   Grade and Spinal Point |  |
| Gweithio sifftau / Shift working |  |

**Amserlen gwaith / Work Schedule\*\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Cychwyn / Start** | **Gorffen /  End** | **Cychwyn / Start** | **Gorffen /  End** | **Oriau /  Hours** |
| e.g. | 09:00 | 12:00 | 13:00 | 17:30 | 7.5 |
| **Dydd Llun /   Monday** |  |  |  |  |  |
| **Dydd Mawrth /   Tuesday** |  |  |  |  |  |
| **Dydd Mercher /   Wednesday** |  |  |  |  |  |
| **Dydd Iau /   Thursday** |  |  |  |  |  |
| **Dydd Gwener /   Friday** |  |  |  |  |  |
| **Dydd Sadwrn /   Saturday** |  |  |  |  |  |
| **Dydd Sul /   Sunday** |  |  |  |  |  |
|  | | | **Cyfanswm Oriau Wythnosol / Total Weekly Hours** | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Llofnod Rheolwr Recriwtio Recruiting Manager signature** |  | **Dyddiad Date** |  |

\* Mae angen dyddiad cychwyn yn y dyfodol. Ni dderbynnir penodiadau gyda ddydiad yn y gorffennol o dan amodau arferol. / Start dates must be in the future. Back-dated appointments will not be accepted under normal circumstances

\*\* Yn hanfodol yw’r amserlen gwaith. Ni dderbynnir y ffurflen hon hebddi. / Work schedules are essential. This form will not be accepted if this is not complete