

**PERSONOL A CHYFRINACHOL**

 **Ffurflen Monitro Cydraddoldeb ac Amrywiaeth**

Mae Mudiad Meithrin wedi ymrwymo i warchod preifatrwydd a diogelwch eich gwybodaeth bersonol, am fanylion llawn gweler ‘Nodyn Preifatrwydd ar gyfer Ymgeiswyr Swyddi’ / ‘Nodyn Preifatrwydd ar gyfer Cyflogai, Gweithwyr, Gwirfoddolwyr a Chontractwyr’ sydd ar gael ar y fewnrwyd neu gan aelod o’r Tîm Adnoddau Dynol.

Yn unol â pholisi cyfle cyfartal, bydd y Mudiad yn darparu cyfle cyfartal i unrhyw ymgeisydd swydd neu cyflogai, a ni fyddwn yn gwahaniaethu naill ai'n uniongyrchol neu'n anuniongyrchol oherwydd hil, rhyw, cyfeiriadedd rhywiol, statws trawsrywiol, crefydd neu gred, statws priodasol neu bartneriaeth sifil, oedran, anabledd, neu feichiogrwydd a mamolaeth.

Er mwyn asesu pa mor llwyddiannus yw’r polisi hwn, rydym wedi sefydlu system i fonitro holl geisiadau am swyddi ac aelodau staff. Felly byddem yn ddiolchgar pe gallech ateb y cwestiynau canlynol. Rydym wedi gofyn am eich enw er mwyn ein galluogi i fonitro ceisiadau wrth lunio rhestr fer, penodi ac yn ystod cyfnod cyflogaeth.

Byddwn yn trin y wybodaeth yn cael yn gyfrinachol ac ni fydd yr unigolion sy’n cymryd rhan yn y broses benodi yn cael gweld y cynnwys. Bydd y ffurflen yma yn cael ei wahanu oddi wrth eich ffurflen gais, a’i storio ar wahân, a ddefnyddir i ddarparu ystadegau at ddibenion monitro yn unig. Does dim rhwymedigaeth arnoch chi i ddarparu’r wybodaeth. Nid yw’r wybodaeth yma yn hanfodol, ac ni fyddai’n amharu ar eich cais/cyflogaeth os na fyddwch yn ei ddarparu. Diolch i chi am eich cymorth.

Rhowch ‘X’ yn y blwch perthnasol os gwelwch yn dda.

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| **Manylion Personol** (Eich cyfrifoldeb chi yw sicrhau eich bod yn diweddaru eich manylion personol yn amserol): |
| **Teitl** (e.e. Mr, Mrs, Miss, Dr, Athro): | **Cyfenw**: |
| **Enwau cyntaf**: |
| **Rhyw adeg geni?** | Benyw |  | Gwryw |  | Gwell gennyf beidio â dweud |  |
|  |  |  |  |  |
| **Pa rai o'r canlynol sy'n disgrifio sut rydych chi'n meddwl amdanoch eich hun?** |
| Benyw |  | Gwryw |  | Arall |  | Gwell gennyf beidio â dweud |  |
|  |  |  |  |  |  |  |  |
| **Ailbennu rhywedd: ydych chi'n bwriadu, yn y broses o, neu erioed wedi cael proses ailbennu rhywedd?** |
| Ydw |  | Nac ydyw |  | Gwell gennyf beidio â dweud |  |
|  |  |
| **Dyddiad Geni?** |  |
|  |  |
| **Statws Priodasol?** | Priod (rhyw wahanol) |  | Priod (yr un rhyw) |  | Partneriaeth sifil (rhyw wahanol) |  | Partneriaeth sifil (yr un rhyw) |  |
| Sengl |  | Arall (nodwch os gwelwch yn dda) |  |

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| **Beth yw eich cyfeiriadedd rhywiol?** |
| Deurywiol (Bisexual) |  | Dyn hoyw |  | Heterorywiol /strêt |  |
| Menyw hoyw / lesbiad |  | Arall |  | Gwell gennyf beidio â dweud |  |
| **Anableddau**Ystyrir bod rhywun yn anabl os oes ganddynt nam corfforol neu feddyliol sy’n cael effaith niweidiol sylweddol a hirdymor ar eu gallu i gyflawni gweithgareddau arferol.Defnyddir y wybodaeth yma at ddibenion monitro yn unig. Os ydych chi'n credu y byddwch angen i ni wneud unrhyw addasiadau rhesymol yn ystod y broses recriwtio a phenodi neu fel rhan o'ch gwaith, trafodwch hyn gyda'r rheolwr recriwtio neu eich rheolwr llinell. |
| A ydych yn ystyried eich hyn yn berson anabl? | Ydw |  | Nac ydw |  |

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| **Tarddiad Ethnig** **(**Mae hyn yn ymwneud â synnwyr o hunaniaeth/berthyn ar sail hil/diwylliant, nid man geni na dinasyddiaeth) |
| Byddwn yn disgrifio fy hun fel (dewiswch un adran o A i E, ac yna ticiwch y blwch priodol i ddangos eich cefndir diwylliannol): |
| 1. **Gwyn:**
 |
| Cymraeg |  | Albanaidd |  | Gwyddelig |  |
| Gogledd Iwerddon |  | Prydeinig |  | Saesneg |  |
| Arall, plîs nodwch:  |  |  |
| 1. **Cymysg/grwpiau aml-ethnig:**
 |
| Gwyn a Du Caribïaidd |  | Gwyn a Du Affricanaidd |  |
| Gwyn ac Asiaidd |  | Arall, plîs nodwch: |  |
| 1. **Asiaidd, Asiaidd Cymreig, Asiaidd Prydeinig, Asiaidd Saesneg, Asiaidd Alban, neu Asiaidd Gogledd Iwerddon:**
 |
| Bangladeshaidd |  | Indiaidd |  |
| Pacistanaidd |  |  |  |
| Arall, plîs nodwch: |
| **Ch. Du, Du Cymreig, Du Prydeinig, Du Saesneg, Du Albanaidd, neu Du Gogledd Iwerddon:** |
| Affricanaidd |  | Caribî |  |
| Arall, plîs nodwch: |
| **D. Tsieineaidd, Tsieineaidd Cymraeg, Tsieineaidd Prydeinig, Tsieineaidd Saesneg, Tsieineaidd Albanaidd, neu Tsieineaidd Gogledd Iwerddon:**  |
| Tsieineaidd |  | Arall, plîs nodwch: |  |
| **Dd. Grŵp Ethnig Arall:** |
| Arabaidd |  | Arall, plîs nodwch: |  |
| 1. **Gwell gennyf beidio â dweud**
 |  |
|  |  |
| **Crefydd neu Gred** |
| Bwdhaidd |  | Cristnogol |  |
| Hindŵaidd |  | Iddewig |  |
| Mwslimaidd |  | Sikh |  |
| Arall, plîs nodwch: |
| Dim crefydd neu gred |  | Gwell gennyf beidio â dweud |  |

**Diogelu data**: Mae'r Mudiad yn trin data personol a gesglir ar gyfer monitro cyfle cyfartal wrth recriwtio, penodi ac, os yw'n berthnasol, cyfnod cyflogaeth yn unol â Pholisi Diogelu Data. Gweler Nodyn Preifatrwydd perthnasol am y sail ar gyfer prosesu a sut y defnyddir eich data.

Yr wyf yn rhoi fy nghaniatâd i Mudiad Meithrin brosesu data a ddarparwyd ar y ffurflen hon at ddibenion monitro wrth recriwtio a phenodi cyfle cyfartal ac os yw'n berthnasol, cyflogaeth o fewn y sefydliad. Yr wyf yn cydnabod y bydd fy nghais/cyflogaeth yn cael ei thrin yr un fath petawn yn cwblhau’r ffurflen hon ai peidio. Deallaf y gallwn dynnu fy nghaniatâd i brosesu’r data yma ar unrhyw adeg drwy hysbysu'r Swyddog Diogelu Data Mudiad Meithrin. (E-bost: gdpr@meithrin.cymru)

Llofnod: Dyddiad

I’w ddychwelyd i’r tîm Adnoddau Dynol. E-bost adnoddaudynol@meithrin.cymru



**PERSONOL AND CONFIDENTIAL**

 **Equality and Diversity Monitoring Form**

Mudiad Meithrin is committed to protecting the privacy and security of your personal information, for full details please refer to ' Privacy Note for Job Applicants '/ ‘Privacy Note for Employee, Workers, Volunteers and Contractors' which is available on the intranet or from a member of the Human Resources Team.

In accordance with its policy on equal opportunities, Mudiad Meithrin will provide equal opportunities to any job applicant or employee and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is, we have set up a system of monitoring all job applications and members of staff. We would therefore be grateful if you would complete the following questions. We have asked for your name to enable us to monitor applications at shortlisting, appointment and during the employment period.

All information will be treated in confidence and will not be seen by staff directly involved in the recruitment process. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants/employees will be treated the same regardless of whether or not they provide this information. Thank you for your assistance.

Enter ' X ' in the relevant box please.

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| **Personal Details** (It is your responsibility to ensure that you update your personal details in a timely manner): |
| **Title** (e.g. Mr, Mrs, Miss, Dr, Prof.): | **Surname**: |
| **First Names**: |
| **Gender at birth?** | Female |  | Male |  | Prefer not to say |  |
|  |  |  |  |  |
| **Which of the following describes how you think of yourself?** |
| Female |  | Male |  | Other |  | Prefer not to say |  |
|  |  |  |  |  |  |  |  |
| **Gender reassignment: do you intend to, are you in the process of, or have you ever undergone the process of gender reassignment?** |
| Yes |  | No |  | Prefer not to say |  |
|  |  |
| **Date of Birth?** |  |
|  |  |
| **Marital Status?** | Married (opposite sex) |  | Married (same sex) |  | Civil partnership (opposite sex) |  | Civil partnership (same sex) |  |
| Single |  | Other (please specify) |  |

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| **What is your sexual orientation?** |
| Bisexual |  | Gay man |  | Heterosexual / straight |  |
| Gay woman / lesbian |  | Other |  | Prefer not to say |  |
| **Disability**Someone is considered to be disabled if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.This information is used only for monitoring purposes. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment and selection process or as part of your employment, please discuss this with the recruiting manager or your line manager. |
| Do you consider yourself as a disabled person? | Yes |  | No |  |

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| **Ethnic Origin**(This relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship) |
| I would describe myself as (choose ONE section from A to G, and then tick the appropriate box to indicate your cultural background):  |
| 1. **White:**
 |
| Welsh |  | Scottish |  | Irish |  |
| Northern Irish |  | British |  | English |  |
| Other, please specify.  |  |  |
| 1. **Mixed/Multiple ethnic groups:**
 |
| White and Black Caribbean |  | White and Black African |  |
| White and Asian |  | Other, please specify. |  |
| 1. **Asian, Asian Welsh, Asian British, Asian English, Asian Scottish or Asian Northern Irish:**
 |
| Bangladeshi |  | Indian |  |
| Pakistani |  |  |  |
| Other, please specify: |
| **D. Black, Black Welsh, Black British, Black English, Black Scottish or Black Northern Irish:** |
| African |  | Caribbean |  |
| Other, please specify: |
| **E. Chinese, Chinese Welsh, Chinese British, Chinese English, Chinese Scottish or Chinese Northern Irish:** |
| Chinese |  | Other, please specify: |  |
| **F. Other ethnic group:** |
| Arab |  | Other, please specify: |  |
| 1. **Prefer not to say**
 |  |
|  |  |
| **Religion or belief** |
| Buddhist |  | Christian |  |
| Hindu |  | Jewish |  |
| Muslim |  | Sikh |  |
| Other, please specify: |
| No religion or belief |  | Prefer not to say |  |

**Data protection:** Mudiad Meithrin treats personal data collected for the monitoring of equal opportunities when recruiting, selection and, if relevant, employment within the organisation in accordance with its Data Protection Policy. Please refer to the relevant ‘Privacy Note’ regarding the basis for processing and the use of your data.

I hereby give my consent to Mudiad Meithrin to process data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the organisation. I acknowledge that my application/employment will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying Mudiad Meithrin Data Protection Officer. (E-mail: gdpr@meithrin.cymru)

Signature: Date

To be returned to the Human Resources Team. E-mail adnoddaudynol@meithrin.cymru