

**FFEDERASIWN CLYBIAU FFERMWYR IEUAINC SIR GÂR
CARMARTHENSHIRE FEDERATION OF YOUNG FARMERS CLUBS**

RHEOLAU CAIS AM SWYDD 2021 / 2021 SITUATIONS VACANT RULES

Dyddiad Cau Ceisiadau/ Applications Closing Date: 15/02/2021

Cyfweliadau / Interviews: 03/03/2021

<u>CYMHWYSEDD/ ELIGIBILITY</u>	
Rhaid i'r cystadleuydd fod rhwng 16 mlwydd oed a 22 mlwydd oed neu iau ar y 1 ^{af} o Fedi 2020 ac yn aelod llawn o glwb sy'n gysylltiedig â FfCCFFI/ CFFI Cymru.	<i>The competitor must be between the ages of 16 years of age and 22 years or under on the 1st of September 2020 and a full member of a Club affiliated to NFYFC/ Wales YFC.</i>
<u>TREFN/ PROCEDURE</u>	
Bydd yn ofynnol i'r ymgeisydd i ddewis eu hysbyseb swydd eu hunain i wneud cais am, sydd yn berthnasol iddynt hwy. Rhaid i'r hysbyseb wedi cael eu hysbysebu o fewn y 12 mis diwethaf cyn dyddiad y gystadleuaeth. Rhaid i bob ymgeisydd gyflwyno'r hysbyseb wreiddiol gyda chyfeiriad o ran ble a phryd gyhoeddwyd yr hysbyseb ynghyd â CV a llythyr eglurhaol.	<i>The applicant will be required to choose their own job advertisement to apply for, which is relevant to them. The advert must have been advertised within the last 12 months prior to the competition date. All applicants must submit the original job advertisement with a reference as to where and when the advert was published together with a CV and covering letter.</i>
Rhaid i'r CV beidio â bod yn fwy na 2 ochr o bapur A4. Ni ddylai'r llythyr cais fod yn fwy nag 1 ochr o bapur A4.	<i>The CV must not be more than 2 sides of A4 paper. The covering letter must not be more than 1 side of A4 paper.</i>
Rhaid i geisiadau gael eu cyflwyno i CFFI Sir Gâr ddim hwyrach na 15ed Chwefror 2021.	<i>Applications must be submitted to Carmarthenshire YFC no later than 15th February 2021.</i>
Yna bydd gofyn i'r cystadleuwyr i fynychu cyfweiliad fydd yn cynnwys cwestiynau penodol am y swydd yr ymgeisir amdano a gofynion perthnasol sy'n ymwneud â'r hysbyseb. Bydd cwestiynau hefyd yn canolbwyntio ar Brofiadau bywyd a bydd yn cael ei strwythuro o amgylch y ffurf "Dywedwch wrthyf am adeg pan fyddwch yn....." (ee: "Dywedwch wrthyf am adeg pan fu'n rhaid i chi gwblhau gwaith mewn pryd"). Dylai ymgeiswyr ystyried y sefyllfa (beth oedd yn digwydd), tasg (beth oedd angen), gweithredu (beth wnaethoch CHI ei wneud) a'r canlyniad (beth oedd y canlyniad) wrth ateb.	<i>Competitors will then be requested to attend an interview which will consist of specific questioning about the job being applied for and relevant requirements relating to the advertisement. Questions will also focus on life experiences and will be structured around the form "Tell me about a time when you....." (E.g.: "Tell me about a time when you had to meet a deadline"). Applicants should consider the situation (what was happening), task (what was required), action (what did YOU do) and the result (what was the outcome) when answering.</i>
<u>MARCIAU/ MARKS</u>	
CV 50 Llythyr Eglurhaol 50 Cyfweiliad 100	CV 50 Covering Letter 50 Interview 100
- Gwybodaeth am y Diwydiant/ Sefydliad - Y gallu i ateb cwestiynau yn gryno - Argraff Gyffredinol/ Ymddangosiad/ Cyflwyniad	- Knowledge of the Industry/ Organisation - Ability to answer questions concisely - Overall Impression/ Appearance/ Presentation
Cyfanswm Marciau 200	Total Marks 200
<u>CYFFREDINOL/ GENERAL</u>	
Bydd penderfyniad y beirniad yn derfynol. Mae gan CFFI Sir Gâr yr hawl i addasu neu ddiddymu unrhyw ran o'r rheolau hyn.	<i>The judge's decision is final. Carmarthenshire YFC reserves the right to amend or cancel any of the foregoing rules.</i>