



# Cyngor Gwledig LLANELLI Rural Council

*Clerc i'r Cyngor*  
**Mark Galbraith** A.C.I.S.  
*Clerk to the Council*

Adeiladau Vauxhall, Vauxhall, Llanelli, Sir Gaerfyrddin, SA15 3BD  
Vauxhall Buildings, Vauxhall, Llanelli, Carmarthenshire SA15 3BD  
Ffon / Tel.: 01554 774103  
E.bost / E.mail: [enquiries@llanelli-rural.gov.uk](mailto:enquiries@llanelli-rural.gov.uk)

*Fy nghyf:*  
*My ref:* C/KPH

*Eich cyf:*  
*Your ref:*

*Gofynnwch am:*  
*Please ask for:*  
01554 774103  
[enquiries@llanelli-rural.gov.uk](mailto:enquiries@llanelli-rural.gov.uk)

1 January 2026

Dear Applicant

Thank you for your enquiry concerning the post of Clerk to the Council (LC4 SCP 50-54, salary range £64,373 to £72,307) presently being advertised by the Council.

The council is one of Carmarthenshire's most active and community-focused councils. It is also one of the largest community councils in Wales! The council is seeking a dynamic and forward thinking person to lead its administration and civic operations. The successful candidate will have the exciting opportunity of helping to shape the future of local governance, drive community initiatives and be the trusted advisor to elected members. If you have the necessary skills and experience and are excited by the opportunity to lead and shape local government in Llanelli, the council looks forward to receiving your application.

I have pleasure in enclosing a job application form together with the following documents:

- job description
- person specification
- application support form

Notes for guidance are provided to aid the completion of the application form which may be completed in the applicant's own handwriting or electronically. Applications submitted in any other format such as a 'curriculum vitae' cannot be considered. If however you are unable to complete the standard application form by reason of disability please inform us so that alternative arrangements can be made.

You must also fully complete the application support form and cross reference it to your job application form. Both the job application form and the application support form will be used to determine whether you will be invited for interview. Please allow sufficient time to complete the forms carefully and make sure to state your experience against all of the essential criteria set out in the person specification.



Mae Cyngor Gwledig Llanelli yn croesawu gohebiaeth yn Gymraeg neu yn Saesneg  
Llanelli Rural Council welcomes correspondence in Welsh or English



Applications should be returned to Llanelli Rural Council, Vauxhall Buildings, Vauxhall, Llanelli, SA15 3BD by no later than the end of the day on Saturday 31 January 2026. The date for initial interviews for the post is to be confirmed. If you are not called for interview within three weeks of the closing date, please assume you have been unsuccessful with your application.

Thank you for the interest you have shown in this executive position, I look forward to receiving your completed application form and application support form but please contact me if you require further information or wish to have a general discussion about the role before submitting your application.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Mark Fothergill', written in a cursive style.

Clerk to the Council

Encs

## LLANELLI RURAL COUNCIL

### GUIDANCE NOTES FOR COMPLETING THE JOB APPLICATION FORM.

The information you provide in the application form and the application support form will be used to determine whether you should be invited for interview. Both forms are important so please allow sufficient time to complete them. It is also important that the guidance notes below are followed when completing both documents. This will ensure all the relevant information is available to decide whether you will be selected for interview. Please read the Person Specification for the role. The Person Specification lists the essential and desirable attributes to perform the role of Clerk to the Council. Shortlisting will involve assessment of the details provided in the application form and the application support form against the criteria outlined in the Person Specification so please cross check it when completing the forms. **You will not be invited to interview if you fail to meet the essential criteria.**

The application form and application support form may be completed in the applicant's own hand writing or electronically.

However, applications will be accepted in other formats where an applicant has difficulty completing the standard form as a result of disability. If you require the application form in another format, such as large print please contact us.

#### 1. Vacancy Details

This section may have been already completed, but please check that all the details are complete and correct. If this is not the case please refer to the job advertisement for the post and complete this section.

#### 2. Personal Details

Please enter your personal details fully and clearly, so that we may contact you about your application. When entering a telephone number please insert area codes where appropriate.

#### 3. Education/Qualifications

In this section show the qualifications you have obtained (including grades). You should also indicate any examinations to be taken or courses in progress. Complete this section in chronological order (earliest first). Original qualification certificates will be required as proof of qualifications attained at the interview stage.

#### 4. Membership of Professional Institutions & Training

This section is concerned with membership of institutes or organisations connected with work such as Professional, Occupational or Craft Membership. You need not include details of trade union membership. In this section, include any training, or courses attended which you feel are relevant to the job for which you are applying.

#### 5. Present Post

This section is concerned with details of your present post. If you are not presently employed you have an opportunity to indicate your experience in Section 7.

#### 6. Previous Employment

Complete this section in reverse chronological order (most recent first). You should briefly outline your previous employment history and account for any gaps.

#### 7. Experience

You will need to demonstrate that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient simply to state that you fulfil certain criteria; you should, where possible, describe how you meet **all** criteria of the Person Specification. Please note that voluntary work and life skills gained through caring or other domestic responsibilities, if relevant to the requirements of the post may be just as valid as experience gained from employment and should be included. **Shortlisting will be based in the first instance on the essential criteria of the Person Specification only.** Desirable criteria will only be taken into account where more rigorous selection is deemed necessary. You should try to complete this page briefly and succinctly but if you wish to include an additional sheet this would be acceptable.

## **8. References**

If you are employed or have been employed in the past, your first referee should be your present employer or most recent employer. The Authority reserves the right to contact any previous employer for a reference. The second referee may be a personal character reference although this should not be given by a relative. References will be sought for candidates who are successful at interview. It is therefore advisable that referees are informed when an offer of employment is made. References will be taken into account before the offer of employment is confirmed.

## **9. Additional Information**

Welsh Language skills will only be considered in the shortlisting process if it is identified on the person specification as being an essential criteria for the post, as will holding a valid driving licence.

## **10. Criminal Convictions**

When completing this section you **MUST** disclose any convictions, bind over orders, or cautions whether current or “spent”. In the event of employment, any failure to disclose these and pending investigations could result in disciplinary action or dismissal.

Disclosure of a conviction or caution does not necessarily mean you will not be appointed. Applicants with a conviction or caution will be treated fairly. Details supplied in this section will **not** be considered in the shortlisting process and the appointment decision will be made in the light of all information available considering applicants on their merits. All information supplied will be treated in the strictest confidence and will only be seen by those who need to see it as part of the recruitment process.

## **11. Relationships to Councillors or Senior Officers**

Canvassing will disqualify your application. A candidate who knowingly fails to disclose such a relationship shall be disqualified from the appointment.

## **12. Declaration/Confirmation of Details**

You must sign your application form and date it.

## **EQUAL OPPORTUNITIES**

Llanelli Rural Council strives to be an equal opportunities employer ensuring decisions on appointment are taken having regard only to the requirements of the job. The selection process in place endeavours to ensure equality of opportunity for all.

## **RETURN OF COMPLETED APPLICATION FORM**

Please can you send the completed application form to:-

Llanelli Rural Council  
Vauxhall Buildings  
Vauxhall  
Llanelli  
SA15 3BD

## **ACKNOWLEDGEMENT OF APPLICATIONS**

If you are not called for interview within three weeks of the closing date, 31 January 2026 please assume you have been unsuccessful in your application.

If you require acknowledgement of your application, please enclose a stamped addressed envelope.