



# 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:*                      *Eich cyf:*  
*My ref:*                      *Your ref:*

AW/KPH

*Gofynnwch am:*  
*Please ask for:* Alison Williams  
01554 774103

[enquiries@llanelli-rural.gov.uk](mailto:enquiries@llanelli-rural.gov.uk)

23 March, 2026

Dear Applicant

Thank you for your enquiry concerning the post of Skills Tutor Grade 5, in accordance with SCP 12-18 of the NJC Salary Scales - £28,598 (starting salary) - £31,537, presently being advertised by the council. I have pleasure in enclosing an application form together with the following documents:

- job description
- person specification

Guidance notes are also 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.

Applications should be returned to Llanelli Rural Council, Vauxhall Buildings, Vauxhall, Llanelli, SA15 3BD or by email to [enquiries@llanelli-rural.gov.uk](mailto:enquiries@llanelli-rural.gov.uk) by Friday, 10 April, 2026 at the latest. Date of 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. I look forward to receiving your completed application.

Yours sincerely

Deputy Clerk



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

