Cyngor Gwledig
LLANELLI
Rural Council

Clerc i'r Cyngor
Matthew Thomas
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

Fy nghyf: *Eich cyf:* *Gofynnwch am:*
My ref: GW/AE *Your ref:* *Please ask for:* Graham Williams
01554 774103
enquiries@llanelli-rural.gov.uk

29 October, 2026

Dear Applicant

Thank you for your enquiry concerning the post of Maintenance Operative Scale 4 (SCP 7-11, £26,403 - £28,142) presently being advertised by the Council. I have pleasure in enclosing an application form together with the following documents:

- job description
- person specification

Notes for guidance 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 by Monday 30 November 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 in your application.

Thank you for the interest you have shown, I look forward to receiving your completed application.

Yours sincerely

Graham Williams

Governance and Projects Manager

Encs