



# 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  
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E.bost / E.[mail: enquiries@llanelli-rural.gov.uk](mailto:enquiries@llanelli-rural.gov.uk)

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

*Eich cyf:*  
*Your ref:*

*Gofynnwch am:*  
*Please ask for:*

18 November 2024

Dear Applicant

Thank you for your enquiry concerning the post of Additional Learning Needs Assistant (Maternity cover) Grade 4 (SCP 7-11, £25,584 to £27,269) presently being advertised within LRC Training. 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 4.00pm, Friday, 6 December 2024 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  
Deputy Clerk