

# Candidate guidance

As part of the application process, we ask all candidates to submit a completed application form, supporting statement and written report. Please follow the guidance below to make sure you provide everything we need.

## APPLICATION FORM:

The application form is a key part of the shortlisting process and must be completed in full. Your responses will be assessed against the criteria outlined in the job description and person specification to ensure you meet the essential criteria.

- **Personal Details**  
Complete all fields accurately. These details will not be used as part of the shortlisting but are required for contact and verification purposes.
- **Previous Experience**  
List all relevant roles, including your current and previous positions. Focus on your main responsibilities and ensure you demonstrate how you meet all essential criteria listed in the job description and person specification.
- **Education, Training and Qualifications**  
Include all qualifications and relevant training (internal and external).

## SUPPORTING STATEMENT:

Using the CFRS Leadership Framework headings below, please write a supporting statement outlining why you feel you are a suitable candidate for the role of Group Commander.

1. **Personal Attributes**
2. **Outstanding Leadership**
3. **Facilitating Improvement**
4. **Effective Performance**

**Assessment criteria and guidance:**



[www.cambsfire.gov.uk](http://www.cambsfire.gov.uk)



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- Under each of the headings, please provide specific examples of how you meet the criteria of the role that would be relevant to the role of Group Commander.
- Please use a different example for each heading and please mark clearly which statement your evidence relates to.
- You can provide evidence of both operational and managerial examples, but these must be within the last 3 years.
- Your supporting statement will be used to assess your suitability for the role and will be evaluated against the criteria contained in the CFRS leadership framework, so please ensure you read this thoroughly before submitting your application.
- Please also review the Job Description and Person specification.

**Format:**

Please do not write more than two pages of A4 in total.

## **WRITTEN REPORT**

As part of the assessment process, you are required to submit a written report that will be presented to members of the Senior Leadership Team of CFRS.

The most recent HMICFRS inspection highlighted that the Service should strengthen staff confidence in the transparency and fairness of its promotion processes. You are required to produce a report that outlines a range of alternative promotion process models, evaluating each option in terms of its potential risks, benefits, and opportunities for improving organisational trust, consistency, and workforce engagement.

Please submit your report as a separate document, alongside your completed application form. Further information can be found in the candidate guidance document.

**Format:**

There is no set format but may wish to review examples of previous reports submitted to the Fire Authority [Fire Authority Meeting](#). The report will contribute to the shortlisting decision and will also be used in later stages of the assessment process.

## **OUR COMMITMENT TO FAIR AND TRANSPARENT RECRUITMENT.**

We are committed to a fair and transparent recruitment process, where all applications are assessed solely on merit. To support this commitment, we ask that candidates do not include any personal information about themselves or others in their supporting statement.

The information and evidence you provide in your statement will be thoroughly explored during the interview stage, so ensure that your responses focus on your skills, experience, and suitability for the role as outlined in the Leadership Framework.

**Things to avoid:**

Avoid sharing details such as your name, address, age, gender, or any other information that could be used to identify you in your **supporting statement**. Please also refrain from mentioning the names or identifying details of other individuals in your statement. By omitting personal details, you help us ensure that all applications are assessed in an unbiased and independent manner.

**Please note:**

- Only candidates who demonstrate that they meet the minimum essential criteria through their application form, supporting statement, and report will progress to the next stage.
- Incomplete applications or those that do not follow the guidance may not be shortlisted.