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**Area Manager Application**

**Please use the TAB key to move from one field to the next, rather than pressing RETURN. If you wish to go back to a field, use SHIFT and TAB together or simply click in the field you wish to edit.**

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| **Section 1****Personal and Contact Details** |

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| --- | --- |
| First Name(s):      | Last Name:      |
| Work Telephone:      | Mobile Telephone:      |
| Workplace Address: | Correspondence Address (if different): |
|       |       |
| Postcode:       | Postcode:       |
| Work Email:      | Private Email:      |

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| **Section 2****Self Declaration of Eligibility** |

Having read the Job Description and Person Specification, please consider the following questions and indicate ‘Yes’ or ‘No’ as appropriate in the check boxes regarding your eligibility to apply for the position of Area Manager.

**Question 1**

Are you an existing Area Manager or competent substantive Group Manager?

[ ]  Yes [ ]  No

**Question 2**

Is your personal record free from live misconduct/disciplinary sanctions?

[ ]  Yes [ ]  No

**Question 3**

Are you in possession of a degree qualification or equivalent?

[ ]  Yes [ ]  No

**Question 4**

Have you had less than 6 day’s sickness absence in the last 12 months?

[ ]  Yes [ ]  No

If a ‘No’ is shown to Question 1 you will not be eligible to participate in the selection process.

If a ‘No’ is show to either Questions 2 or 3, you will not normally be eligible to participate in the process but if you believe you have extenuating circumstances that you would like to be taken into account, please complete the box below.

A ‘Yes’ response to Question 4 will also not automatically preclude you from participating, but your application may be subject to further review prior to the conclusion of the selection process. Any information or circumstances relating to this can be also be entered into the box below.

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| **Information** |
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| **Section 3****Qualifications, Relevant Job History and Training** |

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| **Relevant Qualifications – starting with the most recent** |
| **Educational/vocational qualifications** | **Dates of education** | **Grade (if applicable)** |
|       |       |       |
| **Relevant Job History - starting with the most recent**  |
| **Role** | **Employer** | **Dates of Employment** |
|       |       |       |
| **Relevant Job Training**  |
| **Title** | **Date** | **Pass/Fail/Outcome** |
|       |       |       |

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| **Section 4****Assessment of Potential** |

In this section, you are asked to provide examples of your performance/experience against the ‘Leading the Function’ and/or ‘Leading the Service’ elements of the
National Fire Chief Council Leadership Framework.

A maximum of 250 words should be used for each answer. Once you have entered your answer please insert the word count at the end of each question.

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| **Q1: Please give one example that demonstrates your competence in the area of Personal Impact** |
|       |
| **# Words** 250 |

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| **Q2: Please give one example that demonstrates your competence in the area of Outstanding Leadership** |
|       |
| **# Words** 250 |

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| **Q3: Please give one example that demonstrates your competence in the area of Service Delivery** |
|       |
| **# Words** 250 |

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| **Q4: Please give one example that demonstrates your competence in the area of Organisational Effectiveness** |
|       |
| **# Words** 250 |

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| **Section 5****Personal Statement** |

In this section you are asked to provide a personal statement to demonstrate your suitability against the Job Description and Person Specification.

Please do not exceed a **maximum of 800 words**.

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|       |
| **# Words** 800 |

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| **Section 6****Line Manager Comment/Endorsement** |

In this section your Line Manager should validate (i.e. confirm accuracy of) the evidence that you have provided within your responses and provide professional judgement regarding your suitability for the role of Area Manager. Appraisal ratings should be included along with commentary regarding current performance and readiness for promotion.

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| I have reviewed and evaluated all the available evidence and based on this I **Support the application Do not support the application** [ ]  [ ]  |
| **Last Appraisal Rating** |
|       |
| **Assessment of Current Performance and Suitability for Area Manager role.** |
|       |

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| **Details of Officer completing Section 6** |
| Name:      Job Title:      Contact Telephone Number:       |

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| **Section 7****Declaration of Availability** |

If you are shortlisted following submission of your application you will be invited to Stage 1 of the selection process which will take place on one of the dates outlined below. Progression to each stage is contingent upon meeting the required benchmark.

We would ask that all shortlisted candidates make every effort to be available to participate in the process on the assigned dates as alternative dates cannot be accommodated. For planning purposes please declare your availability below.

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| **Stage 1 – Incident Command & Media Assessment** | **Yes** | **No** |
| 1st October 2025 |       |  |
| 2nd October 2025 |  |      |
| 3rd October 2025 |       |       |
| **Stage 2 – Technical Interview & Stakeholder Panel** |  |  |
| 8th October 2025 |  |       |
| **Stage 3 – Interview & Presentation with Staffing Committee** |       |       |
| 16th October 2025 |       |       |

**Submission of applications**

Please email your completed form to recruitment@cheshirefire.gov.uk by:

**0900 hours on Monday 15th September 2025.**

**Note**; Any applications received after the closing date or incomplete applications will not be considered.