



SFRS PROMOTIONAL PROCESSES (UNIFORMED) CURRICULUM VITAE (CV) CANDIDATE GUIDANCE

Purpose

This guidance document outlines the required standards for completing the [Uniformed CV Template](#) for promotional processes at Station Commander level and above.

The CV provides a clear, consistent overview of your leadership experience, strengths and readiness for promotion. It enables a fair comparison across candidates by using a standardised format.

Requirements

All applicants **must** follow this guidance when completing their CV:

1. **Template Use:** You must use the **mandatory** Uniformed CV Template. The CV must contain only the information specified in the template headings to ensure consistency and fairness.

The section headings are fixed and must not be amended. Only the text underneath each heading should be edited.

2. **Formatting Requirements:**

- a. **Font:** Arial
- b. **Size:** 11

3. **Maximum Length:** 3 pages (including all sections)

4. **Submission:** Save your CV as a PDF using the file name **[personal reference number] [full name]**.
For example: 4001234 John Smith

Content Style

Use clear, plain language and avoid unnecessary jargon or acronyms unless widely recognised across SFRS. Use a confident, professional tone that expresses your contribution and leadership impact. Write factually and directly, avoid exaggeration, emotive language or overly modest phrasing.

Confident and professional tone:

"I led a cross functional team to strengthen performance..."

"I prioritise inclusive, values-based leadership that develops..."

"I influenced service wide improvements by contributing to..."

Less Effective Examples:

Modest/Vague: "I try my best to help the team when I can."

Overly dramatic or embellished: "I transform every team I work with"

Job description-description style: "Responsible for personnel management, training..."

Operational incident logs: "At X I undertook BA command..."

Guidance by Template Section

This section aligns guidance directly to the structure of the Uniformed CV Template.

1. [Personal Details](#)
2. [Personal Statement](#)
3. [Key Achievements](#)
4. [Career History](#)
5. [Qualifications and Professional Development](#)

1. Personal Details

Click the placeholder text, remove the sample text and enter your information.

PERSONAL DETAILS	
Full Name: [Type full name]	Payroll Ref Number: [Type payroll ref]
Contact Number: [Type contact number]	Email Address: [Type email address]

The template requires your:

- Full Name
- Email address
- Contact Number
- Payroll reference number

Guidance:

- Use your full legal name as it appears on service records.
- Provide your work email address.
- Use a mobile number you can be reliably contacted on.
- Do not include home address, date of birth or any personal details not requested in the template.

2. Personal Statement

Click the placeholder text, remove the sample text and enter your information.

PERSONAL STATEMENT
[Type personal statement]

Guidance:

The Personal Statement is your professional introduction that summarises who you are as a leader and what you bring to the role. Provide a paragraph that highlights your leadership approach, core strengths, values, and the contribution you make to people, teams and the organisation. This section should provide enough detail to give a meaningful understanding of your leadership identity and the value you offer but should not exceed half a page.

3. Key Achievements

Click the placeholder text, remove the sample text and enter your information.

KEY ACHIEVEMENTS

[Type key achievements]

Guidance:

Provide a short paragraph for each of your most recent and significant achievements. Focus on what you personally delivered, the difference it made and how it evidences your readiness for promotion.

Achievements should demonstrate leadership influence beyond your immediate team, such as organisational contribution, service wide improvement, strategic partnerships-wide improvement, strategic partnerships or culture change.

Applicants must provide the following minimum number of achievements:

- **Station Commander (SC): 4 or more key achievements**
- **Group Commander (GC): 4 or more key achievements**
- **Area Commander (AC): 5 or more key achievements**
- **Deputy Assistant Chief Officer (DACO): 5 or more key achievements**

4. Career History

Click the placeholder text, remove the sample text and enter your information.

CAREER HISTORY

[Type career history]

Guidance:

List only your current rank and the rank immediately below it.

If applying for:

- **Station Commander (SC):** include WC and CC.
- **Group Commander (GC):** include SC and WC.
- **Area Commander (AC):** include GC and SC.
- **Deputy Assistant Chief Officer (DACO):** include AC and GC.

If you are currently temporarily promoted, you must list your current temporary role, your substantive rank, and the required previous rank.

If you have held multiple roles within the same rank, list them under one heading and include the date range for each role.

For each role include no more than 6 bullet points covering key responsibilities and impact. Don't list generic duties or copy your job description, focus on the specific actions you took.

5. Qualifications and Professional Development

Click the placeholder text, remove the sample text and enter your information.

QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

[Type qualifications and professional development]

Guidance:

- List qualifications in reverse chronological order (most recent first).
- Provide qualification name and level (if applicable) only.
- Do not include school level qualifications.
- If your qualifications list is extensive, prioritise the most relevant and recent items.

What to include:

- Academic qualifications (e.g., degrees, diplomas, certificates).
- Operational qualifications relevant to the role (e.g., incident command, emergency response driving).
- Leadership and management programmes (internal or external).
- Technical or specialist training.
- Recent CPD that supports your readiness for the role.
- Professional memberships.

Submission Checklist

☐ Confirm your CV does not exceed **3 pages**.

☐ Ensure all template headings are retained.

☐ Save CV as a PDF and submit using the file name **[personal reference number] [full name]**.

For example: 4001234 John Smith