

## Using Artificial Intelligence (AI) when completing Application Forms

If you choose to use Artificial Intelligence (AI) or other tools to assist in writing your application, it's essential to personalise this information, particularly your supporting statement.

While AI can help streamline the writing process, these tools cannot fully grasp the context or requirements of the job you're applying for, nor can they accurately reflect your skills, knowledge, and experience. It is crucial that you personalise your supporting statement by articulating these in your unique voice.

The supporting statement is an opportunity for you to showcase how your qualifications, knowledge, skills and experiences align with the requirements and criteria outlined in the job description and person specification.

Relying solely on AI to write your application or supporting statement is not advocated by the Royal Wolverhampton NHS Trust as it could negatively impact your chances of success in the application process.

For example, AI responses...

- May lack relevance and fail to address the key criteria outlined in the job description and person specification.
- May come across as generic and fail to distinguish you from other applicants.
- May be ambiguous or open to misinterpretation. Without careful review and editing, the supporting statement could convey messages that are unclear or misconstrued by recruiting managers.
- May include qualifications, skills, knowledge or experience that you do not possess, potentially leading to misrepresentation.

Recruiting managers score applications based on the criteria listed in the person specification. Managers will be looking for evidence of how you meet the criteria. To increase your chances of securing an interview or assessment, provide examples of how you have applied your skills and knowledge in real-life situations. Share work-related successes and challenges you've navigated that align with the criteria. These could be from various aspects of your life, including work, education, and personal experiences.

A good approach to consider is structuring your statement with clear headings or bullet points. This approach will help both you and the recruiting manager navigate through your application more effectively.

You are permitted to use AI to assist with your application; however, you are required to declare its use. This allows us to understand how AI is being utilised and to maintain an equitable review process.

Failure to disclose the use of AI tools may result in disqualification or further investigation into your application. The use of AI tools in completing applications is monitored to ensure transparency, fairness, and adherence to our policies.

Thank you for your interest in the Royal Wolverhampton NHS Trust and good luck with your application.

**Working in partnership**

The Royal Wolverhampton NHS Trust  
Walsall Healthcare NHS Trust