

## **Guidance for Applicants: Using Artificial Intelligence (AI)**

AI can be a helpful tool when preparing your application. It can support you in organising your thoughts and presenting your experiences clearly.

At the heart of your application, though, is you. We're really interested in your qualifications, knowledge, skills, and experiences, so it's important that everything you share reflects your own work and achievements.

### **Use of AI and authenticity**

We understand that many applicants use AI tools. However, applications that don't include clear, personal examples, or seem overly generic, may not fully demonstrate your suitability for the role. Your unique experiences and perspective are what make your application stand out, so we encourage you to let those shine through.

Applications that appear mostly or fully generated by AI, without clear personal examples linked to the person specification, may be rejected.

### **How AI can support you**

You might find AI helpful for things like:

- Improving the structure and flow of your application.
- Supporting accessibility needs (e.g. voice to text tools).
- Checking spelling, grammar or helping with translation.

### **Using AI appropriately**

AI should support your application, not replace your personal input. It's important to remember:

- AI doesn't know your personal experiences or fully understand the role you're applying for.
- AI generated responses can sound generic and lack relevant detail.
- AI may produce inaccurate or misleading information.

You are responsible for making sure your application is accurate and genuinely reflects your own experience.

### **If you choose to use AI:**

- Tailor your application to the specific role and person specification.
- Provide clear, relevant examples from your own experience.
- Check everything carefully to ensure it is accurate and reflects your personal skills and experience.

### **Do not use AI to:**

- Invent or exaggerate your skills and experiences.
- Copy and paste generic responses into your application.
- Include information that you can't explain or discuss in detail at interview.
- Submit anything that may be inaccurate or misleading.