

## Candidates Guidance on the Use of Artificial Intelligence (AI) in Job Applications

### **Acceptable Use of AI**

AI tools such as ChatGPT, Copilot, Claude, or Gemini can be helpful when used responsibly to:

- Refine your ideas and structure your application
- Improve grammar, clarity, and impact
- Research the organisation or industry trends
- Prepare for interviews with mock questions

You may use AI to help articulate your experiences more effectively, but you must personalise your application to reflect your actual skills, knowledge, and experience.

### **Unacceptable Use of AI**

Avoid the following:

- Submitting AI-generated content without reviewing or personalising it
- Inflating or fabricating qualifications or experience
- Using AI to complete assessments that test judgement or ability
- Providing sensitive organisational data to AI tools

### **Supporting Statements**

Your supporting statement should:

- Address the person specification directly
- Use real-life examples to evidence how you meet the criteria
- Be written in your own voice, not a generic template
- Be structured clearly to help assessors evaluate your application

### **At Interview**

AI tools can support **preparation**, such as:

- Generating mock interview questions
- Practising behavioural or competency-based answers
- Researching current NHS projects or challenges

However, AI should **not** be used to:

- Answer live or pre-recorded interview questions
- Feed scripted or inauthentic responses

- Misrepresent your skills or experience

### **Final Note for Applicants**

Using AI well can enhance how you present yourself, but overreliance or dishonesty may hinder your success. We value authenticity and use interviews to verify that applications reflect the real person behind them.