Sussex Community
NHS Foundation Trust

Applicant's Guide to the Use of Generative AI in Applications

Generative AI tools like ChatGPT or Grammarly can be useful for drafting, research, and preparation but your application must clearly reflect your own experience and understanding.

1. Preparation Stage

Acceptable uses:

- ✓ Exploring roles: feed in your skills, values, life and work experiences to get suggestions about suitable careers within Sussex Community NHS Foundation Trust.
- ✓ Understanding Trust context: generate explanations of NHS terminology, Trust values, job role, then verify via official Sussex Community NHS Foundation Trust sources.
- ❖ **Caveat:** Generative AI outputs may be inaccurate or misinterpreted. Always fact-check using official Sussex Community NHS Trust materials or the job description and correct errors.

2. Writing Your Supporting Statement

Acceptable:

- ✓ Planning support: use AI to help you align your personal competencies and experience to match essential criteria.
- ✓ Draft structuring: use AI to help you structure your supporting statement to cover person specifications competencies. Always adapt outputs to your strengths.
- ✓ Editing assistance: use AI to improve grammar, tone, readability, or meet word counts.

NOT Acceptable:

- × Copying AI-generated content verbatim into your statement – this can result in applications that appear generic or insincere. If your statement doesn't reflect your own experience or understanding, your application may be rejected or followed up for clarification.
- × Relying on generic or formulaic phrases that lack personal context – this makes it harder for your application to stand out and may suggest a lack of engagement with the role. We encourage you to use your own voice and relevant examples.
- × Inputting confidential or unpublished Trust information into AI prompts – this may breach data protection and confidentiality policies. Please avoid sharing anything not already in the public domain when using AI tools.

Recruiting managers expect evidence of genuine and unique experience. AI writing tends to produce over-polished but impersonal language, which may appear robotic or inconsistent. NHS Employers note that AI-generated responses are often generic and may misrepresent qualifications or skills.

3. Interview Preparation

Acceptable:

✓ Research Trust & role culture: use AI for summarising public-facing information (e.g. Trust values).

✓ Generate possible interview questions based on person specification and practice structuring answers.

NOT Acceptable:

× Using any AI tool during an in-person or online interview – this may be considered a breach of interview integrity and could result in disqualification from the process. Interviews are designed to assess your knowledge, judgement, and communication skills in real time.

× Inputting interview questions shared in advance (if applicable) into AI tools, these must be kept confidential.

4. Making Your Application Stand Out

- AI-generated statements often use similar phrasing and structure, which can make it harder for your application to stand out among others. If too many applicants rely on AI tools without personalising the content, their statements may end up sounding very similar.
- To give yourself the best chance of success, make sure your application clearly reflects your own voice, experience, and understanding of the role. Recruiters are looking for authenticity so use AI as a support, not a substitute.
- Pay attention to tone and consistency. A well-written application that feels personal and relevant is more likely to make a positive impression.

5. Fairness and Responsible Use

- We understand that some candidates may choose to use AI tools more heavily for example, those who are less confident in writing or for whom English is a second language. That's okay. The key is to ensure that your application still represents your own knowledge and experience.
- Sussex Community NHS Foundation Trust will not reject an application simply because AI tools have been used to support it. However, if an application appears to be entirely AI-generated, for example, if we receive multiple applications with very similar wording and structure, and it does not reflect your own understanding and experience, it may be rejected. We may follow up to seek clarification where needed, to ensure a fair and transparent process for all applicants.
- Be honest about your use of AI tools, and focus on showcasing your genuine skills, motivations, and suitability for the role.

6. Quick Summary Table

Stage	✓ Acceptable AI Use	× Not Acceptable
Preparation	Role discovery, Trust info, structure planning	Mistaken or unchecked outputs
Statement drafting	Grammar check, structure help	Copy-pasting AI-written text
Interview prep	Mock questions, research Trust culture	Using tools during live/interview
Writing Style & Voice	Enhancing your own voice	Impersonality, over-generic writing

Final Tips

- Always write your draft in your own words. Use AI for polishing but your submission should authentically reflect your unique journey, values, and experience.
- Avoid generic or template-style language; strive to make your application memorable and specific to Sussex Community NHS Foundation Trust.
- Verify facts; if AI provides data about services or Trust initiatives, cross-check with official Trust website or documents.

By following this Trust-specific guidance, you can responsibly leverage generative AI as a supportive tool without compromising the authenticity and individuality that Sussex Community NHS Foundation Trust values in its applicants.