Using AI in Recruitment: Guidance for Applicants

Thank you for your interest in joining Think for the Future.

We recognise that Artificial Intelligence (AI) tools such as ChatGPT, Microsoft Copilot, Claude and Gemini are increasingly used in everyday life, including when searching and applying for jobs.

We believe AI can be a useful tool when used responsibly, honestly and appropriately. This guidance explains how you can use AI to support your application while ensuring that what you submit remains an authentic reflection of you, your experience and your suitability for the role.

Our Approach to AI in Recruitment

We are happy for candidates to use AI as a supportive tool during the recruitment process.

For example, AI might help you organise your thoughts, improve the clarity of your writing or prepare for an interview.

However, we want to get to know you.

Our recruitment process is designed to understand your genuine experience, skills, motivations and approach to working with young people. AI should therefore help you communicate your own ideas more effectively, rather than generating experiences or answers on your behalf.

This is particularly important because our roles involve working closely with young people, and safeguarding forms an important part of our recruitment and selection process.

Appropriate Ways to Use AI

You are welcome to use AI to help you:

· Improve the spelling, grammar or structure of your application

· Make something you have written clearer or more concise

· Organise your ideas before completing an application

· Understand the requirements of a job description

· Research publicly available information about Think for the Future and our work

· Structure examples from your own experience

· Practise answering potential interview questions

· Identify experiences from your career that may demonstrate particular skills

· Prepare for an interview or presentation

The important distinction is that the experience, examples and opinions should still be yours.

For example, asking AI to help you structure a real example of when you managed challenging behaviour is appropriate. Asking AI to invent an example because you do not have one is not.

What You Should Not Use AI For

To maintain a fair and transparent recruitment process, please do not use AI to:

· invent or exaggerate qualifications, employment history, skills or experience

· create fictional examples of situations you have dealt with

· generate answers that you present as your own experience

· formulate or generate answers to questions being asked during a live interview

· provide misleading information about your suitability for a role

· complete an interview, assessment or recruitment task on your behalf where you have been asked to demonstrate your own knowledge or ability

· share confidential, personal or sensitive information about young people, colleagues, schools or previous employers with an AI tool

Candidates should be able to discuss and expand upon anything included within their application during the recruitment process.

Using AI to Prepare for Your Interview

Used well, AI can be a useful interview preparation tool.

You might ask it to:

"What questions might I be asked for a role supporting young people who are disengaged from education?"

or:

"Help me structure an example from my experience using the STAR method."

You could even use an AI tool to practise answering questions and ask it to suggest areas where your answer could be clearer.

But remember that we aren't looking for a perfect AI-generated answer. We would much rather hear a genuine response that helps us understand how you think, what you have learned from your experiences and how you would approach working at Think for the Future.

Protecting Confidential Information

Please be particularly careful about the information you enter into AI tools.

If you are drawing on previous experience working with children or young people, never enter information that could identify an individual.

You should also avoid entering confidential or sensitive information belonging to a current or previous employer.

Instead, anonymise your examples and focus on what happened, what you did and what you learned from the experience.

Honesty and Safeguarding

Working with children and young people comes with a significant level of responsibility. For that reason, honesty and transparency throughout our recruitment process are extremely important.

Our safer recruitment process includes checks designed to verify candidate suitability and employment information, including employment-history and gap checks, references and other pre-employment compliance checks.

If information supplied during the recruitment process is found to have been fabricated or deliberately misrepresented, including through the inappropriate use of AI, this may affect your application.

The Simple Rule

If you're unsure whether using AI for something is appropriate, ask yourself:

"Is AI helping me communicate my own experience more effectively, or is it creating the experience or answer for me?"

Helping you communicate it = appropriate. Creating it for you = not appropriate.

We Want to Hear From You

AI can help you present your application clearly, but it cannot replace your experiences, personality, judgement or motivation for working with young people.

So please don't feel that your application needs to sound perfect.

Use AI to support your application if it helps you, but make sure the person we hear from throughout the recruitment process is you.

We look forward to learning more about you and why you would like to join Think for the Future.