

Candidate Use of AI



Using AI tools when applying for a job at the Sutton Trust

We recognise that AI tools can be a useful part of preparing a job application, for example, to research our organisation and the role, structure written responses, check spelling and grammar, or prepare for interviews. However, **it is important that you read this guidance carefully, so you understand what is appropriate and what could undermine your application.**

While AI can help to support your preparation and improve the clarity of your application, you must ensure that all information you submit reflects your own experience and knowledge and accurately represents what you can do. Please **do not:**

- copy and paste AI-generated responses into application forms or assessment tasks
- use AI during live online interviews
- use AI to complete assessment tasks for you
- submit content that is inaccurate or misrepresents your experience, skills or qualifications

Applications that rely heavily on AI-generated content can make it difficult for us to understand your individual experience, knowledge and approach. We are interested in your own examples and insights, as these help us assess how your skills and experience align with the role. **Taking the time to personalise your application and responses will give you the best opportunity to demonstrate your suitability.**

Please note that at the Sutton Trust, we do not currently use AI to assess candidates during our recruitment process.