

Use of AI in applications

At Gloucestershire College, we welcome the responsible use of technology, including Artificial Intelligence (AI), as part of the application process. We understand that AI tools can support candidates to express their skills and experience clearly and with confidence.

What matters most to us is that your application reflects **who you are**, what you bring to the role, and why you want to be part of Gloucestershire College.

The following information should help you to understand how you can use AI in your application.

Acceptable use of AI

The use of AI is acceptable where it supports you to:

Improve spelling, grammar, and clarity of your written application
Structure or format responses more clearly
Refine your language so your application is clear and professional
Help prompt ideas based on your own experience , skills, and achievements

AI should be used as a **support tool**, not a replacement for your own voice, knowledge, or experience.

Unacceptable use of AI

The use of AI is not acceptable where:

Large sections of the application are generated entirely by AI
Responses are generic, impersonal, or not tailored to the role or Gloucestershire College
Information is included that you cannot evidence or discuss at interview
The application does not reflect your own understanding, experience, or motivation



Shortlisting and Fair Assessment

Where we have concerns that an application may have been created entirely or predominantly using Artificial Intelligence (AI), and does not clearly demonstrate the applicant's own experience or understanding, we may contact the applicant prior to shortlisting.

This conversation is intended to:

- Clarify the authenticity of the application
- Confirm the applicant's understanding of the role and essential criteria
- Ensure the application genuinely reflects the individual applying

If, following this discussion, we are not satisfied that the application represents the applicant's own work or suitability for the role, the application may not be progressed.

This approach supports a fair recruitment process and helps us recruit the right person for each role at Gloucestershire College.

Application declaration

If you have used Artificial Intelligence (AI) responsibly to support your application, we ask that you let us know. Transparency helps us to ensure a fair recruitment process and to focus on your own skills and experience.

Declaring the use of AI will not disadvantage your application.