

# Applying to join our team, using AI in recruitment

We are delighted that you are taking the time to learn more about us. At the heart of everything we do is a deep commitment to people, their potential, their growth, and the impact they can make. Our recruitment process is designed to help us get to know you, and you us. It helps us understand more about your experience, skills, abilities and aspirations, while also giving you the opportunity to learn about our culture, our values and the way we work.

Artificial intelligence (AI) software such as ChatGPT, Claude, Copilot and Gemini are powerful tools that can create and review text in ways that mimic what people can do. These tools can support you in enhancing your application and preparing for our selection process, and we welcome their use. However, it is essential that they are used appropriately and ethically.

We encourage you to ensure that any content submitted reflects **your own experiences, insights, and voice**. We want to learn about you. Authenticity is key to a meaningful and successful recruitment journey with us.

We have included some guidance below on ways you may wish to consider using AI to support you when applying to join our team.

## What we look for in applications

We want to find out about you and how your skills and abilities and experience align with the role we have advertised. Before starting your application, please do take time to read the advertisement and the job description for the role you are applying for.

Good applications help us understand:

- ✓ how your skills and experience align with the role you are applying for
- ✓ what motivates you to do your best work
- ✓ what you have achieved and, how you achieved it.

Use AI to help you show us who you are and what you are good at. Remember it is not about creating a persona that isn't you.

The two main parts of our recruitment process are the application form, and interview stages. In each stage there are different things that AI might help you with.

## Writing your application

Using AI in the application process may help you to:

- help you refine and clarify your ideas and thoughts
- research public information about working for our Trust and schools in our Trust

- find out information about trends in industries or professions that you can relate to personal experiences (remember to check that anything you include is accurate and factual)
- check the spelling, grammar and clarity of what you have written.

Examples of effective use:

- think about your own personal teaching/work experience and ask AI to help you improve how you present them
- ask AI to summarise public information e.g., projects, policies, our values, Ofsted reports, customer service standards, that you can think about in your responses
- ask AI to help identify relevant skills in the job description and then think about how you've demonstrated these skills in previous roles as you prepare your responses
- write a list of examples with details of how you relate your experience and skills to the role, then ask AI to help you structure them using the **STAR** format below to strengthen your examples.

## Situation

Describe the context within which you performed a task or faced a challenge.

*Example: "I was part of a cross-functional team tasked with improving student engagement in online learning".*

## Task

Explain the specific responsibility or goal you were working toward.

*Example: "My role was to develop a strategy to increase participation in virtual classrooms".*

## Action

Detail the steps you took to address the task or challenge. Focus on your contributions.

*Example: "I collaborated with teachers and IT staff to introduce interactive tools, such as polls and breakout rooms. I then provided training to staff."*

## Result

Share the outcome of your actions. Highlight achievements, improvements, or lessons learned.

*Example: "Student engagement roles by 35% over the following term, and feedback from both students and staff was positive."*

When you have finished your draft, you can use AI to check your answers are concise and ask it to recommend improvements that improve quality whilst maintaining meaning. Remember to ensure that the final version reflects who you are, your experience and your skills and abilities.

## Preparing for your interview

If you are invited to an interview and selection process for a job with us, AI can help you prepare and practice beforehand.

- ✓ you could ask AI to read the job description and create mock interview questions to help you prepare example responses based on your experiences and skills
- ✓ ask for tips on body language and communication styles for interviews, and practice these in mock sessions.

Please remember, that throughout our recruitment process we are looking to learn more about you.

Please ensure you do not use AI to:

- inflate or invent your skills and experiences
- create generic responses and copy these into your application
- provide an AI tool with sensitive information about your current or any previous organisation such as figures or personal details.

## Why authenticity matters at Ivy

**We want to get to know the real you.** Your unique experiences, perspectives, and strengths are what make you, you, and are what we are looking to learn about.

**Genuine applications build trust.** When you share your true motivations and achievements, it helps us understand how you'll contribute and grow with us.

**Authenticity leads to better alignment.** The more honest and reflective your application is, the more likely it is that we'll find the right fit, for you and for us.

**Your story is your strength.** AI tools can support your writing, but your voice, values, and journey are what truly stand out.

Before you submit an application, we will ask you to confirm the information you provide is true and accurate. More details about this will be provided in the application form. Please note we may reject applications where AI is used inappropriately at any stage of the process.