Use of Artificial Intelligence in Job Applications

October 2026

FSP.

We recognise that you may use artificial intelligence (AI) tools during your job search. We support responsible use of these tools where they help you present your experience clearly, accurately and in your own voice.

These guidelines explain how you can use AI responsibly during the FSP recruitment process, while ensuring your application and interview responses remain fair, accurate and authentically your own.

We will assess your application based on the relevance, accuracy and authenticity of the information you provide, not on whether you have used AI responsibly to support your preparation.

What you can use AI for

You may use AI tools to:

- Improve the clarity, grammar and structure of your CV & application.
- Refine how you present your experience and achievements.
- Prepare for interviews (e.g. practice questions or rehearse responses).
- Research publicly available information about FSP or a specific role.

What you should not use AI for

You should not:

- Submit application responses that are not genuinely your own.
- Rely on AI-generated content that does not reflect your actual skills or experience.
- Use AI tools during live interviews or assessments unless we have agreed this with you in advance as part of a reasonable adjustment.
- Enter confidential information or non-public material belonging to FSP, its clients or any other person into a public or unauthorised AI tool.

If you need to use assistive technology or require a reasonable adjustment during an interview or assessment, please let us know in advance so we can agree and support an appropriate approach with you.

Important

- Your application should accurately reflect your own experience, skills and motivations.

- If you use AI, you are responsible for checking that anything you submit is accurate and reflects your own experience.
- Misuse of AI during the recruitment process may affect the outcome of your application and, in serious cases, may result in your application being withdrawn.

If we have concerns that AI has been used in a way that misrepresents your experience or affects the fairness of the process, we may ask follow-up questions or seek clarification before making a decision.

Declaration

By submitting your application, you confirm that the information you provide is true, accurate and reflects your own experience, skills and abilities.

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