Guidance for job applicants - Using AI and other assistance

At SNG, we're proud of our inclusive, fair, and efficient recruitment process.

We're interested in your genuine self and expect you to submit honest job applications that accurately reflect your skills and experience. We want to hear about real challenges you've faced, decisions you've made, and what you've learned, in your own words.

As technology is widely used, we understand that you may use artificial intelligence (AI) tools to support your application or prepare for an interview. If using any kind of assistance, we expect you to do this ethically and transparently.

If you use assistive technology or AI for support with a disability or neurodiverse condition, please let us know early in the process so we can make reasonable adjustments.

The following are acceptable and unacceptable uses of AI tools or other support. This is to illustrate what we consider appropriate and is not an exhaustive list:

Acceptable assistance	Unacceptable assistance
• Improve format, structure, and tone of CV or covering letter • Check spelling or grammar • Help understand role requirements • Help explain experience clearly, accurately and concisely in CV or letter • Prepare for interview by practising example questions and drafting potential answers in advance. • You should state your source if something isn't written by you.	• Misrepresent abilities or provide false or deliberately misleading information. • Submit content not written by you • Fabricate work history, qualifications, certifications, or skills • Give answers provided by another person or AI during an interview • Create fictional experience examples • Impersonation by another person, or technology • Complete online assessments dishonestly; submit content generated by another person or AI.

We check for irregularities during the recruitment process. If we reasonably suspect assistance is used disproportionately or inappropriately, we'll take appropriate action, for example:

- Your application data may be flagged internally for future reviews.
- You may be removed from the recruitment process
- We may withdraw an employment offer or terminate your employment.

If you're unsure if your use of technology or other assistance is acceptable, please contact our recruitment team by email to careers@sng.org.uk.