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HR075 Recruitment and Selection Procedure – Appendix 3

Using Artificial Intelligence (AI) in Recruitment Processes – Candidate Guidance Statement

As part of our recruitment process, applicants are often asked to submit written statements in support of their application. These statements play a key role in our shortlisting decisions as they outline how they meet the essential criteria outlined in the person specification.

We recognise that applicants may choose to use AI tools when preparing their application. To ensure a fair and consistent approach for all applicants, we ask you to follow the guidance below;

Acceptable use of AI

You may use AI tools to support your application in the following ways:

- Generating ideas or structuring your personal statement
- Checking grammar, spelling and clarity
- Refining or editing content you have written
- Researching public information about TWFRS

Unacceptable use of AI

The following are not acceptable and may result in your application being rejected:

- Submitting content that is entirely or substantially generated by AI that cannot be substantiated
- Providing examples, achievements or experiences that are not your own
- Using AI in a way that misrepresents your skills, knowledge or abilities

Our expectations

- Your personal statement should reflect your own experience, skills and understanding
- You should be able to confidently discuss and evidence anything included in your statement at interview stage
- We may use a combination of methods to assess authenticity and suitability throughout the recruitment process.

Our aim is to ensure a fair and transparent recruitment process for all candidates. If we believe an application does not meet these expectations, it may not be progressed further.

Why authenticity is important

Your application and interview should give us an accurate and authentic picture of your skills and experiences. It is vital that you do not use AI during any live assessments at any stage of the selection process. This ensures a fair selection process for all candidates where we assess everyone based on merit.

In line with our Service Values and Core Code of Ethics, we are committed to attracting talented individuals who share and demonstrate our values. Authenticity and honesty throughout the recruitment process are essential in helping us determine whether you are the right fit for the role and our organisation.

Before you submit an application, we will ask you to confirm the information you provide is true and accurate. We may reject applications where AI is used inappropriately at any stage of the process.

This guidance applies equally to internal and external candidates to ensure consistency.

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