

GUIDE FOR CANDIDATES APPLYING FOR ROLES AT BEDE'S

Our Stance on AI in Job Applications

At Bede's we are committed to a fair and transparent recruitment process that ensures the best candidates are selected for our roles. As AI technology becomes more prevalent in job applications, we want to clarify our stance on its use and provide guidance for candidates considering using AI tools to assist with their applications.

Benefits of AI-Assisted Applications

We understand that AI can be a valuable tool, particularly for candidates with neurodiverse conditions such as ADHD, dyslexia, or other learning differences. AI can help:

- **Enhance Clarity and Presentation:** AI tools can assist you in organising your thoughts, improving grammar, and enhancing the overall clarity of your application, allowing you to present yourself more effectively.
- **Level the Playing Field:** AI can help ensure that all candidates, regardless of their writing skills, have an equal opportunity to showcase their qualifications and experiences.

Benefits of AI to Our Recruitment Team

We also leverage AI technology to improve our recruitment process in several ways:

- **Job Advert Optimisation:** AI allows us to rewrite and optimise our job adverts to better capture the attention of specific audiences. By analysing language, tone, and format, we can tailor our job postings to attract the right candidates for each role.
- **Candidate Attraction Analysis:** AI tools help us analyse why certain roles may not be attracting as many candidates as expected. This analysis enables us to adjust our recruitment strategies, ensuring that we reach a wider and more diverse pool of applicants.

These AI-driven improvements help us create a more effective and inclusive recruitment process, ultimately benefiting both our candidates and our school.

Our Expectations and Concerns

While we recognise the benefits of AI, we also have concerns about the potential misuse of AI in applications:

- **Authenticity Matters:** We value authenticity in applications and want to ensure that the information you provide accurately reflects your abilities, experiences, and suitability for the role. Applications that are heavily enhanced or created by AI may not give us a true picture of your skills and qualifications.
- **Wasted Interview Time:** If applications are artificially generated, there is a risk of inviting candidates to interviews who may not truly be suitable for the role, which can lead to wasted time for both parties.

How We Mitigate Risks

To ensure that our recruitment process remains fair and effective, we have implemented several measures:

- **First-Stage Screening:** We conduct an initial screening process, either online or via telephone, to gauge your understanding of the role and your ability to discuss your experiences in real-time. This helps us identify suitable candidates early in the process.
- **Video Applications:** We have increased our use of video applications, where you will be asked to record video answers to pre-screening questions. These questions are tailored specifically to our Trust and are designed to

assess your knowledge and skills in more detail. Video responses help us recognise when answers may sound unnatural or scripted, making it harder for AI-generated content to pass unnoticed.

- Enhanced Evaluation Criteria: We continuously develop criteria that better assess your suitability for the role, ensuring that the content of your application is genuinely reflective of your abilities.

Guidelines for Using AI in Your Application

If you choose to use AI tools to assist with your application, we ask that you follow these guidelines:

- Be Authentic: Use AI to enhance, not create, your application. Ensure that the content you submit accurately reflects your own thoughts, experiences, and qualifications.
- Prepare for Screening: Be ready to discuss your application and experiences in detail during the screening process. We value candidates who can articulate their skills and experiences confidently in real-time.
- Use AI Ethically: AI should be a tool to support your application, not a substitute for your personal input. Use it to improve clarity and presentation, but ensure that your application remains your own work.

Conclusion

We believe that AI has the potential to support candidates in presenting their best selves, but we also value authenticity and fairness in our recruitment process. By following these guidelines, you can help ensure that your application is a true reflection of your skills and experiences, increasing your chances of success in our hiring process.

We look forward to receiving your application and wish you the best of luck in your journey with Bede's.