Vacancy Advertising Policy

The Careers and Employability Service of the University of Huddersfield aims to provide the widest possible range of opportunities to our students and graduates, and to achieve this by working closely with employers to support their recruitment needs. We do not currently make a charge for our vacancy advertising service, although there may be a charge where additional bespoke services are requested, by arrangement.

The University’s JobShop advertises the following positions:
- Graduate (both immediate and future start dates)
- Part-time / Casual (including vacation work)
- Work Experience (including paid internships) Placements

We ask that you:
- Provide complete, accurate information regarding the vacancy
- Ensure that your vacancy meets current employment and equal opportunities legislation.

We will endeavour to support employers in ensuring that their vacancies comply with UK employment legislation (including National Minimum Wage) and meet best practice, however we reserve the right not to advertise vacancies which appear to contravene these laws.

For guidance and information on National Minimum Wage legislation, please see: https://www.gov.uk/national-minimum-wage/who-gets-the-minimum-wage

And for information on average graduate salaries http://www.prospects.ac.uk/site_search_results.htm?custom_search_q=average+salaries

We reserve the right not to advertise, or to withdraw, vacancies which, in our opinion, are not in the best interests of our students and graduates: In particular, advertisements which:
- Have misleading, incomplete or inaccurate job descriptions.
- Directly or indirectly discriminate against candidates on the basis of age, disability, sex and sexual orientation, pregnancy and maternity, race, religion or belief. Generally we will not include requests for photographs of applicants as this is not standard practice in UK recruitment. contain a blanket ban on overseas recruitment (unless they are legally exempt from discrimination provisions). require the jobseeker to be self-employed without the guarantee of National Minimum wage.
- Are commission-only or piece-work jobs which do not guarantee National Minimum Wage, involve pyramid-selling or pay ‘in-kind’ rather than being salaried, e.g. vouchers, gig tickets, meals.
- Promote or endorse illegal activity.
- May compromise the health and safety of the jobseeker.
- Require an up-front payment from the jobseeker.
- Are unpaid positions lasting more than 2 weeks, apart from vacancies advertised by registered charities and voluntary organisations, and placements that form part of a sandwich year (although these are more usually advertised by the University’s placement units, located in each school).
- Place individuals in private homes, unless placed by a registered agency

For vacancies that require students to work in the student’s own home it is the responsibility of the employer to have a Home Working policy which adheres to the Health and Safety at Work Act 1974. Guidance for home
working can be found at: http://www.acas.org.uk/media/pdf/o/3/Homeworking-a-guide-for-employers-andemployees.pdf

The University of Huddersfield does not accept liability for the actions of students or graduates recruited from / via the University of Huddersfield.

**Eligibility to work**

The University of Huddersfield does not check or verify that individual applicants are legally entitled to work in the UK, and does not accept any liability in this regard. It is the sole responsibility of the employer to carry out all such checks. We suggest that you provide information to all candidates called for interview of the documentation that you require to assess eligibility to work in the UK. You may also want to consider giving potential employees the option of indicating if they will need assistance from your company in applying for immigration permission to work in the UK. Please consult the UK Border Agency website for the latest guidance regarding employing international students.

General link: http://www.ukba.homeoffice.gov.uk/business-sponsors/

More specific link: https://www.gov.uk/check-job-applicant-right-to-work

We would advise that advertisements do not contain the phrase ‘candidates must have permission to work in the UK’ as this type of statement could deter potentially eligible candidates from applying for job vacancies and is misleading. The best advice is to treat all candidates the same and to assess their applications on merits and suitability for the job alone.