

Vacancy Advertising Policy

The Careers Service at the University of Huddersfield aims to work closely with employers to support their recruitment needs. It is free of charge to advertise your opportunities,

JobShop advertises the following positions:

- Part-time / casual (including vacation work).
- Work experience (including paid internships).
- Graduate / full-time (both immediate and future start dates).
- Volunteering roles usually only for registered charities.

We ask that you:

- Provide complete and accurate information concerning the vacancy.
- Ensure that the vacancy meets current UK employment and equal opportunities legislation.
- Be aware of the [AGCAS Good Practice guide](#).
- Identify a website or contact email address where candidates can learn more about the vacancy and apply.
- Endeavour to respond to any queries that you receive as a result of placing an advertisement.

We reserve the right to edit adverts for the purpose of brevity and clarity. We may contact organisations whose vacancies we feel are construed as discriminatory, and work with them where possible to rectify this.

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 hours that exceed 15 hours per week during term time.
- Have misleading, incomplete or inaccurate job descriptions.
- Have incomplete or missing company information.
- Do not meet [UK National Minimum Wage](#) requirements (unless the opportunity constitutes a volunteer opportunity).
- Are advertised by agencies who don't give details of who they are recruiting for.
- Involve pyramid-selling or pay 'in-kind' rather than being salaried, e.g. vouchers, gig tickets, meals.
- Require an up-front payment from the jobseeker.
- Place jobseekers in private homes (unless such homes are registered business addresses or the job is being advertised through an agency, e.g. one that recruits carers or personal assistants).
- May compromise the health and safety of the jobseeker.
- Discriminate against candidates and don't meet UK employment and equal opportunities legislation.
- Promote or endorse illegal activity.
- Are connected to the adult/sex industry or other adult industries.

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. Please find [guidance for home and hybrid working](#).

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