

## **Vacancy Advertising Policy**

The Careers Service at the University of Huddersfield aim to work closely with employers to support their recruitment needs.

It is free of charge to advertise your opportunities, but there may be a charge where additional bespoke services are requested.

### **JobShop advertises the following positions:**

- Part-time / Casual (including vacation work).
- Work Experience (including paid internships).
- Graduate (both immediate and future start dates).

### **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 Good Practice Guide](#)
- Identify a website or contact email address where candidates can learn more about the vacancy.
- 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 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.
- Have incomplete or missing company information.
- Do not meet UK National Minimum Wage requirements. [National Minimum Wage rates.](#)
- 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.
- Are partnership or equity only opportunities.
- 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.
- 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. Guidance for home working can be [found here](#).

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.