Careers and Employability

Policy for Employers Advertising Part-time or Graduate Vacancies

The Careers and Employability Team aim to promote employers and their opportunities with a high level of efficiency and accuracy, whilst working in the best interests for students and graduates of York St John University.

Vacancies are published through our website, Jobs and Opportunities. Employers can register with Jobs and Opportunities and upload vacancies directly onto the site. Once uploaded, we will review the content of the advert to ensure it complies with our policy, if we have any queries we will contact you to clarify wording or details of the advert. We reserve the right not to advertise vacancies if they do not comply with our policy.

Our Jobs and Opportunities Team are available to provide advice on recruitment, advertising both part-time and graduate vacancies and raising employer profiles to our students and graduates. If you wish to speak to a member of staff, please email [jobs&ops@yorksj.ac.uk](mailto:jobs&ops@yorksj.ac.uk) or telephone 01904 876659

General policy for employers advertising vacancies for students and/or graduates

1. When advertising vacancies to students and graduates we are bound by UK employment legislation, including anti-discrimination laws as well as National Minimum Wage requirements. Employers must ensure that in advertising a vacancy and conducting the selection process you comply with all applicable employment, data protection and equal opportunities legislation. Useful websites for further information are [ACAS](http://www.acas.org.uk/index.aspx?articleid=1461) or helpline 08457 474747 and for health and safety legislation [Health and Safety Executive](http://www.hse.gov.uk/)
2. Vacancies advertised via Recruitment Agencies and Third Parties must meet the following criteria:

* If advertising on behalf of another employer the name of this employer is named to ensure students can research opportunities in full before applying
* That the vacancy had not already been advertised by the employer and we will check first before we release

1. Advertising of overseas opportunities – for these opportunities we are not responsible for checking that the vacancy complies with employment law in another jurisdiction and we rely on employers to ensure that opportunities meet relevant legal requirements and good practice
2. The Careers and Employability Team reserves the right to edit vacancy adverts for the purpose of brevity and clarity
3. In general requests for photos of applicants at the time of application are not permitted
4. Please be aware that York St John University is not responsible for checking or verifying that individual applicants are legally entitled to work in the UK and does not accept any liability whatsoever in this regard. It is the sole responsibility of the individual employer to carry out all necessary checks to ensure that an individual is legally entitled to work in the UK
5. We will not advertise the following types of vacancies:

* Any advert deemed to be discriminatory by York St John University – these will either be removed from the Jobs and Opportunities site or amended at our discretion
* Where the student or graduate has to layout monies to the company
* Vacancies connected to pyramid, multi-level marketing or similar style selling schemes
* Represent an undue health and/or safely risk to the student/graduate
* Involve students writing or sharing academically related material for use by other students
* Are placed by private individuals, particularly where the role provides care for other
* Are commission-only sales/marketing roles
* Pay ‘in kind’ rather than being salaried, eg gig tickets, vouchers, meals

1. Employers advertising with our service should provide complete and accurate information about the vacancy as follow:

* a brief description of your organisation, including a postal address and/or landline telephone number
* a job title and a clear description of the role
* information about any qualification, work experience or skills which are required for the role and hours to be worked – please note we will not advertise casual/part-time work if over 16 hours per week during term time however this can be full time during holiday
* details of a website or other contact details were applicants can obtain further details about the vacancy
* remuneration details – all vacancies must adhere to at least the national minimum wage

1. York St John University does not accept any responsibility for liability for the performance and/or behaviour of students and graduates either during the application process or as employees or workers of an organisation.
2. York St John University recommends that students work no more than 16 hours per week and will therefore not advertise vacancies which are over this recommendation.