

## The University of Chichester Careers and Employability Service

### Vacancy Advertising Terms

Thank you for advertising an opportunity with the University of Chichester Careers and Employability Service (CES,) and working with the University of Chichester.

CES aims to assist employers in finding suitable student or graduate employees by advertising their opportunities, and raising their company profile. Please talk to us about the different ways we can work with you on this.

You can advertise opportunities on our online Careers Portal and can register to do this at [this link](#).

**Please note that by advertising with us, you are agreeing to the following terms:**

#### **Advertising roles**

1. Please provide clear and full details about the opportunity advertised, which includes the following:
  - Description of the opportunity
  - Any skills, qualifications or experience required by the applicant
  - Salary and any other terms and conditions
  - How the applicant should apply
  - Closing date for applications. If this is not possible we will assign you a closing date of one month from the date of advertising
  - Start date (if known) and end date if the role is fixed term
  - For voluntary roles, please also include details of any expenses covered or if the volunteer will require a DBS check prior to starting

The clearer you are, the more likely you are to find the right candidate for you. All opportunities must be written in English.

2. It is your responsibility to inform candidates of the result of an application, unless a prior agreement with CES has been made at the time of advertising. If the vacancy is filled before the stated closing date, please retract it from the Careers Portal.
3. It is your responsibility as the employer to ensure the suitability of any employee and obtain any references required.

#### **Salary**

4. We encourage employers to pay National Living Wage. However, you must offer a minimum of [National Minimum Wage](#)
5. We recommend that you post details of the salary or salary range so applicants can make an informed decision about whether to apply. Where this is not possible, you may like to write 'above national minimum wage', or 'competitive.'
6. Vacancies based outside of the UK must adhere to local employment law and meet the minimum wage.
7. We are unable to accept vacancies that offer commission-only pay or where the student will be self-employed or paid cash only.

8. Opportunities that are of a purely volunteering nature are exempt from National Minimum Wage. Volunteering vacancies are accepted from the non-profit or charity sectors.
9. Short term work experience and shadowing opportunities where no salary is paid should last no longer than 20 working days. Employers offering this are responsible for ensuring that they are not contravening national minimum wage legislation. Where unpaid work experience or shadowing is offered, the student should not enter into a contract and the student should not be carrying out the tasks of a paid employee. The student should not be out of pocket and we encourage employers to offer travel expenses and lunch during the work experience or shadowing period.

### **Other terms**

10. It is your duty as the employer to meet all statutory legal requirements with regard to any students employed or volunteering via CES. This includes:
  - Payment of National Insurance contributions, income tax or other taxes where appropriate
  - Adherence to health and safety regulations, including at the interview stage
  - Provision of insurance
  - Compliance with legislation against discrimination on the basis of age, disability, gender, marital status, pregnancy or maternity, race, religion or belief, sex or sexual orientation, gender reassignment or any other basis protected by law.
11. If the opportunity you advertise requires students to come into contact with vulnerable client groups, you must have appropriate training, health and safety procedures and risk assessments in place to ensure they are protected.
12. You should be aware of students' study obligations and should bear these in mind when negotiating hours or term-time work with students
13. CES will only advertise jobs where employees will be located in business premises and not where the employer's home/residence is the place of work.
14. We will accept adverts from recruitment agencies if the following are met:
  - The vacancy is for a specific, individual opportunity
  - The vacancy is something we deem appropriate for our students / graduates
  - The name of the final employer is disclosed when submitting the vacancy (you can opt for this not to be disclosed on the advert)
15. International opportunities must comply with relevant local employment legislation. It is the responsibility of the employer to ensure this. We reserve the right to refuse any international opportunity which we feel may be unsuitable or place the applicant in danger. Any opportunities which require an upfront fee (including agency registration, flights etc.) will be placed on our online jobs portal with a disclaimer advising students to undertake their own research into the company before applying.
16. We reserve the right to add a disclaimer onto any opportunities advertised with us.

*We reserve the right to not advertise, and to remove from our service, any position we deem unsuitable for our students and graduates and the decision of CES will be final. For the avoidance of doubt, liability for the content of any advertisements rests with the advertiser. The University will not be liable to the advertiser for any losses suffered other than those which cannot be excluded at law.*

