



The  
University  
Of  
Sheffield.

The  
Careers  
Service.

### Terms and Conditions of Advertising

The Careers Service aims to promote employers and their opportunities with a high level of efficiency and accuracy, whilst working in the best interests of current students and graduates of the University.

1. When using our vacancy advertising service we require you to:
  - Provide us with complete and accurate information about the vacancy
  - Provide us with as much notice as possible prior to your closing date for receiving applications
  - Ensure that in advertising your vacancies and conducting the selection process you comply with all applicable employment, data protection and equal opportunities legislation. Further guidance can be found on the ACAS website [www.acas.org.uk](http://www.acas.org.uk) or helpline 08457 474747 and, in the case of health and safety legislation at [www.hse.gov.uk](http://www.hse.gov.uk)
  - Have in place suitable Employers Liability Insurance and/or Public Liability Insurance to cover the student/ graduate for the work/ volunteering they are undertaking on your behalf.
2. Advertisements which contravene current employment legislation may result in proceedings being taken against both the advertiser and the publisher. By submitting an advertisement to the Careers Service, you are confirming that you comply with all the relevant legislation.
3. The Careers Service reserves the right to edit or remove vacancies at our discretion.
4. The Careers Service has no obligation to promote organisations and opportunities and reserves the right to decline to advertise vacancies which it reasonably believes not to be in the best interests of either students, graduates or the University. In particular, this will include vacancies which:
  - Promote or endorse illegal activity
  - Require an unreasonable financial outlay by the applicant and/ or require employees to make use of their personal bank account for purchases/sales
  - Are involved in the manufacture of tobacco products
  - Are connected with a 'pyramid' , 'network' (or similar style) selling scheme
  - Involve writing or reviewing academic course materials
  - Require the taking of medication or other forms of treatment, such as participating in drugs trials
  - Compromise the health and safety of students eg unsupervised 1-1 working

- Promote salaried positions which do not pay an hourly rate that meets the national minimum wage
  - Promote unpaid positions lasting more than two weeks, excluding those that:
    - constitute part of a student's academic course
    - are from registered charities
    - are based outside the EU
  - Pay a salary or other type of reimbursement/ in-kind remuneration which is solely based on results or incentive-based schemes eg commission-based work or the awarding of points which can be exchanged for rewards
  - May directly or indirectly discriminate against candidates on the basis of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. In general, requests for photos of applicants at the time of application are not permitted. We reserve the right to edit or remove wording which may be directly or indirectly discriminatory. Advertisers must be able to justify any requirements which may be deemed as discriminatory, eg the need for applicants to supply a photograph at the time of applying, possess physical strength, be of a particular gender or hold a driving licence. Further guidance can be found via the ACAS website [www.acas.org.uk](http://www.acas.org.uk) or helpline 08457 474747. For the avoidance of doubt, the University of Sheffield does not accept any liability whatsoever which may arise out of the content of any job advert.
5. For the avoidance of doubt, the University of Sheffield is not responsible for checking or verifying that individual applicants are legally entitled to work in the United Kingdom and does not accept any liability whatsoever in this regard. In addition:
- The Careers Service is unable to provide advice to employers on legislation relevant to the recruitment of non-EEA nationals. Any queries should be addressed to the UKBA or to an appropriately qualified legal adviser.
  - We are unable to publish advertisements or promote organisations that have a blanket ban on overseas recruitment (unless they are exempt from discrimination provisions under the Equality Act or other legislation relating to employment). Statements which make reference to restrictions of this nature could deter potentially eligible candidates from applying for job vacancies and is misleading. All candidates should be treated the same and their applications assessed on merits and suitability for the job alone. Any text which makes reference to restrictions on the recruitment of non-EEA nationals, eg 'candidates must have permission to work in the UK' will be replaced with 'The successful candidate must, by the start of their employment, have permission to work in the UK'.
  - In order to fulfil your obligations as an employer, we suggest that you tell all candidates you invite for interview about the documentation you will need to see in order to assess their eligibility to work in the UK. You should also 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.
6. Vacancy entries submitted by recruitment agencies, on behalf of clients, should be entered under the agency name and will only be advertised where the client name is supplied. This can be kept confidential from students and graduates. Recruitment agencies can also advertise roles within their own organisation and supply agencies can invite applications for supply work. Other opportunities for recruitment agencies to promote the services which they offer are available at: <http://tiny.cc/agencyssheffield>

7. The contact details submitted by employers will be kept confidential by the University of Sheffield but may be used by the University for other purposes such as partner initiatives
8. The University of Sheffield does not recommend individual students and graduates apply to a particular employer or for individual jobs advertised by the Careers Service nor does it provide employers with details of students and graduates who may be suitable for particular posts.
9. The University of Sheffield does not accept any responsibility or liability whatsoever for the performance and/or behaviour of students and graduates either during the application process or as employees or workers of an organisation.
10. You are solely responsible for ensuring that you comply with all applicable employment, data protection and health and safety legislation in the course of employing students and graduates. You are also solely responsible for ensuring that you have appropriate employer's liability insurance in place at all times. The Careers Service may require you to provide evidence that appropriate employer's liability insurance is in place.
11. The Careers Service does not enter into negotiations about contracts of employment between an employer and prospective employee. Contracts of employment are a matter to be agreed between the employer and the student/graduate.
12. The University of Sheffield will bear no liability for any loss, damage or delay arising from the delivery of services to promote an employer or their opportunities.
13. The Careers Service reserves the right to decline to advertise vacancies which are from private individuals
14. For vacancies that require students/graduates to work in their own home, it is the employer's responsibility to ensure that they have a Home Working policy that adheres to the Health and Safety at Work Act 1974. For further guidance, employers can refer to the Health and Safety Executive website and download guidance for Home Working at <http://www.hse.gov.uk/pubns/indg226.pdf>
15. Employers advertising Brand Manager or related vacancies on campus will be required to complete paperwork agreeing to the Careers Service conditions of advertising such vacancies.
16. Employers are expected to provide employees with a copy of a written contract of employment.
17. Employers should notify the Careers Service if they intend to make a direct approach to an academic department for recruitment purposes to minimise duplication.
18. Employers should remove their vacancy advert from myVacancies or notify the Careers Service when the post has been filled.

The University of Sheffield reserves the right to amend, replace or revoke this policy from time to time without giving prior notice.

October 2017