Vacancy Advertising - Guidelines

Within Careers we offer an Employment & Recruitment Service to help you reach our students and graduates and promote your opportunities.

This service offers an advertising only option for your vacancies.

You can be assured of a high level of efficiency and customer service.

We ask that you:

- Provide Complete and accurate information concerning the vacancy
- Identify a website or company contact where candidates can learn more about the vacancy
- Ensure that all vacancies comply with the current employment legislation
- Fully comply with the requirements of the national minimum wage
- Adhere to health & safety regulations

We reserve the right not to advertise vacancies if, for example:

- The vacancy is an unpaid opportunity
- The role is solely commission based
- Any opportunity which requires the individual to make a financial payment
- Applicants are asked to provide personal bank account details as part of the application
- Requires the student or graduate to be self-employed
- Any other reason which we feel may breach our duty of care

Recruitment Agencies

In addition to the above requirements we would also require that Recruitment Agencies advertising their vacancies through our service:

- State the name of the client when submitting the vacancy (we will not disclose the identity of the client if you wish this to remain anonymous)
- We will not advertise indefinite requirement

Fully Managed Service

If you want to discuss how you could benefit from our fully managed recruitment service, please contact us for more information.

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