

Scope: Careers	Effective Date: 18 th February 2025	Responsible Dept: Careers
Last Updated: 27 th June 2025	Next Review Date: February 2030	Signed off by: Nick Coakley Director of Estates Management

Policies for advertising a vacancy

The Student Opportunities team aim to promote employers and their opportunities with a high level of efficiency and accuracy. Working in the best interest for students and graduates of York St John University.

Vacancies are published through the online platform Handshake. Employers can register with Handshake by completing a company profile and individual user account and upload vacancies directly onto the site. Once uploaded, some vacancies are reviewed to make sure the advert complies with our policy, if we have any queries, we will contact you to clarify wording or details of the advert. Due to our duty of care to students and graduates, we reserve the right not to advertise vacancies if they do not comply with our policy.

Our Student Opportunities Team are available to provide advice on recruitment for your vacancies advertising both parttime and graduate vacancies and raising employer profiles to our students and graduates. If you wish to speak to a member of staff, please email opportunities@yorksja.ac.uk

1. When advertising vacancies to students and graduates we are bound by UK employment legislation, including antidiscrimination 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 information can be found through ACAS and the Health and Safety Executive.
2. Vacancies advertised via Recruitment Agencies and Third Parties must meet the following criteria:
 - If advertising on behalf of another employer, ensure this is clear. Make sure the employer is named to ensure students can research opportunities in full before applying.
 - That the vacancy has not already been advertised by the employer directly.
3. 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.
4. Employers advertising on Handshake are to provide complete clear, honest and accurate information concerning the vacancy, see our new guide on getting the best out of your advert. The Student Opportunities Team does not accept any liability which may arise out of the content of any job advert and reserve the right to edit vacancy adverts for the purpose of brevity and clarity.

5. The Student Opportunities Team will bear no liability for any loss, damage, or delay arising from the delivery of services to promote an employer or their opportunities.
6. In general, requests for photos of applicants at the time of application are not permitted.
7. 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 right to work checks and visa requirements of the applicant to ensure that an individual is legally entitled to work in the UK.
8. Where there is a requirement for students/graduates to work some or all of their term of employment from their 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.
9. York St John University recommends that students work no more than 16 hours per week during term time and will therefore not advertise vacancies which are over this recommendation. However, this can be full time during the holiday period.
10. York St John University does not accept any responsibility or liability for the performance and/or behaviour of students and graduates either during the application process or as employees or workers of an organisation.
11. Employers are required to have appropriate employers' insurance and public liability insurance in place where applicable.
12. For part time work and Graduate roles, remuneration will need to be paid via the HM Revenue and Customs (HMRC) PAYE system.
13. Whilst we can help advertise your vacancy, we are unable to assist with individual recruitment processes and negotiations about contracts and other HR matters. Also, whilst we will do our best to promote your opportunities, we cannot guarantee responses.
14. The employer should not pass students' details to third parties unless arranged directly with the student. To pass on a student's personal data without their consent breaches Principle 1 of the Data Protection Act 1998.
15. The Student Opportunities Team reserve the right to amend, replace or revoke this policy from time to time without giving prior notice.
16. For self-employed or freelance opportunities, please email the team for further details on how we advertise these. Types of Opportunities not permitted The Student Opportunities team has a duty of care to our students and graduates and will not advertise the following types of opportunities:

- Any advert that endorses illegal activity or deemed to be discriminated by York St John University – these will be declined and removed on Handshake.
- Roles which involve working in private homes, submitted by private individuals (e.g. care worker, nanny, tutor).
- Full time roles, involving non graduate work.

- Unpaid work unless classed as work experience, or volunteering (through registered charities). Organisations need to follow the good practice guide www.agcas.org.uk/the-workexperience-standard
- Where the student or graduate has to lay out monies to the company.
- Vacancies connected to pyramid, multilevel marketing or similar style selling schemes. • Represent an undue health and/or safety risk to the student/graduate.
- Involve students writing or sharing academically related material for use by other students.
- Payment 'in kind' rather than being salaried and not using PAYE, e.g. gig tickets, vouchers, meals in exchange for services.
- Commission-only sales/marketing roles and paid on completion roles.
- Opportunities that conflict with Foreign and Commonwealth office travel at the time of posting.
- Opportunities that may be exploitative or may not be a genuine opportunity, for example scam, or fake advert.
- Prohibited content, if you're posting content, do not post content if it could be considered: (1) violent or having the ability or purpose to incite violence; (2) harassment and bullying; (3) hate speech; (4) self-harm; (5) sexually explicit; (6) toxicity; (7) illegal and regulated activities; (8) misinformation; or (9) fraud, scams, and spam (10) threats or other harmful conduct towards a person or group. Any content that falls into the above categories is strictly prohibited and subject to enforcement.
- We also prohibit discussion of political and social issues. Job vacancies or other discussion of jobs relating to political campaigns, elections, or candidates will be reviewed.
- Any employer industry that does not align with our institutions policy including with Adult entertainment, Alcohol, Tobacco, Cannabis, Firearms, Gambling and Multi-Level marketing. This is alongside our commitment to not advertising roles in Fossil fuel organisations listed in the Carbon Underground 200, Mining organisations listed in the Transition Mineral Mining 50, Tobacco organisations (including those that produce tobacco-based products), and organisations involved in the production and sales of arms to nations or organisations named as subject to UK sanctions under the Sanctions Act 2018.
- Ideological objection to industry, not compliant with employer laws and employer requires up-front costs.