

## Careers and Student Opportunities

### Policy for Employers Advertising Job Vacancies at York St John London Campus

At York St John University London Campus, we are committed to providing our students and graduates with access to meaningful employment opportunities that align with their skills, qualifications, and career aspirations. To ensure a transparent, ethical, and beneficial recruitment process, we have established the following policy for employers wishing to advertise part-time Jobs, placement and graduate vacancies:

#### 1. Eligibility to advertise vacancies for students and graduates

Employers must be registered businesses with verifiable contact details, including a physical address, email, and phone number.

All positions advertised must comply with UK employment legislation, local labour laws, including minimum wage requirements, health and safety regulations, and equal employment opportunities.

Employers are responsible for ensuring that all advertised vacancies and recruitment processes comply with relevant employment laws, data protection regulations, and equal opportunities legislation.

For more information, visit the [ACAS website](#) or contact their helpline at 08457 474747.

For guidance on health and safety regulations, [consult the Health and Safety Executive](#).

#### 2. Job Description and Specifications

Employers are required to provide accurate and complete job descriptions for all advertised roles.

##### Acceptable Job Listings

We accept job postings that:

- Offer fair compensation for work performed (including pay for internships where applicable).
- Provide clear information on job responsibilities, required qualifications, working hours, and location.
- Are appropriate and relevant to the skills and career development of students and graduates.

##### Prohibited Job Listings

We will not accept job posting for positions that:

- Involve unpaid work without clear educational value or legal compliance (for example, volunteering roles that do not align with internship criteria).
- Include misleading or deceptive information.
- Require candidates to pay fees to apply or secure employment.
- Promote discriminatory practices based on age, gender, race, religion, disability, sexual orientation, or other protected characteristics.

### 3. Posting Process

Employers must submit job advertisements through our designated job portal or via email to [London.placements@yorks.ac.uk](mailto:London.placements@yorks.ac.uk).

You can advertise your vacancies with us via our career platform [Handshake](#).

Creating a company profile on Handshake lets you manage your own account, update your profile, add job vacancies and promote your events. Your company profile will need to be approved by a member of our team before you can add your vacancy.

All submissions will be reviewed for compliance with this policy before approval.

### 4. Responsibilities of Employers

- Employers must ensure timely communication with applicants and maintain professionalism throughout the hiring process.
- Employers must not share or misuse the personal information of applicants in violation of data protection laws.
- Employers are encouraged to provide feedback to unsuccessful candidates to support their professional growth.

### 5. Complaints and Non-Compliance

Complaints about employers or job postings will be investigated promptly. If a breach of this policy is identified, the advertisement may be removed, and future access to our services may be restricted.

Serious violations will be reported to relevant authorities as necessary.

### 6. Right to work

Please note that York St John University does not verify or confirm the legal right of individual applicants to work in the UK and accepts no liability in this regard. It is the sole responsibility of the employer to conduct all necessary checks to ensure that candidates are legally entitled to work in the UK.

### 7. Working entitlement for students on placement year

Students having a work experience placement as part of their course are allowed to work up to 40 hours when on an approved placement, however, confirmation and approval should be requested from the careers team before the start of work. It is the responsibility of the employer to ensure all approvals and documentation are in place.

### 8. Updates and Amendments

This policy is subject to periodic review and updates to ensure alignment with changing laws and institutional standards. Employers will be notified of significant changes that may affect their ability to advertise with us.