

## Careers Centre Vacancy Advertising Disclaimer

### Our responsibility for vacancy advertisements

- The Careers Centre at Staffordshire University places adverts in good faith based on information provided by the employer.
- We make every reasonable effort to ensure that all information is accurate, but the University can take no responsibility for advertisers' statements.
- We take all reasonable steps to ensure vacancies advertised are in accordance with discrimination legislation, including those relating to sex, race, disability, sexual orientation, religion/belief, and age.
- Since the Careers Centre is unable to regulate the quality or work environment of opportunities advertised, users of our service must take responsibility for their own decisions in applying for specific job vacancies or accepting offers of employment.
- Users of the service applying to advertisements are advised to check with employers all details concerning their prospective employment - e.g. salary - before undertaking any work, and we recommend that you request and sign an employment contract.
- Staffordshire University's Careers Centre will not enter into contracts between students and employers. These must be directly between the student and the employer.
- The University accepts no liability for any loss or damage suffered by a student or graduate as a result of taking up employment via a vacancy advertised through the University.

### Personal safety

- Your Careers Centre takes care to deal with reputable employers. However, sensible precautions should be taken in attending any interview, including: familiarising yourself with the location in advance of the interview; letting a third person know about your whereabouts.
- If in any doubt about the health and safety arrangements of any employer, please notify the Careers Centre. See 'complaints' section below.

### User commitments

- Users of the service should be aware of their study obligations and not undertake work during term-time which will be detrimental to their study. The University recommends that students work no more than 16 hours per week during term time. You should satisfy the work and attendance requirements for your programme of study. Information on these can usually be found in your programme handbook.

### **Users' financial obligations**

- Users of the service should be aware of any conditions attached to scholarships or funding which they have been awarded, which concern taking up paid employment. The University accepts no responsibility for the breach of any such condition or restriction by the student.
- The Careers Centre can provide basic information on tax and National Insurance and refer to sources of advice. However, users of our service are responsible for ensuring that they pay tax and National Insurance for any paid employment they undertake, whether through PAYE as a paid employee, or through undertaking freelance or piece rate work.

### **Complaints**

- Users of the service can notify the Careers Centre if they believe themselves to have suffered discrimination or other inappropriate treatment by an employer, e.g. unpaid wages.
- In such cases, your Careers Centre will attempt to give appropriate advice, but may refer to other relevant organisations more qualified to provide guidance.
- The Careers Centre may choose to withdraw services from the employer where appropriate.
- In cases where employment law has been breached, the student is solely responsible for bringing official complaints or legal action against the employer.