Vacancy Policy

We will support employers to promote their organisation and opportunities to students by helping you to:

1. Advertise UK and overseas based:
   - Graduate positions, with an immediate or future start date
   - Part-time work suitable for vacations or alongside study
   - Volunteering opportunities
   - Internships and placements

Advertising vacancies

We ask that you meet the standards outlined in our code of conduct for employers and that you:

- Provide complete and accurate information concerning the vacancy in English.
- Ensure all vacancies meet employment and equality legislation, including compliance with National Minimum Wage and Health and Safety regulations. UK National Minimum Wage Guidelines can be found at [www.gov.uk/national-minimum-wage](http://www.gov.uk/national-minimum-wage) and Health and Safety Guidelines can be found at [www.gov.uk/browse/employing-people/health-safety](http://www.gov.uk/browse/employing-people/health-safety)
- Review the AGCAS position statement on internships, if relevant to your vacancy: [www.agcas.org.uk/pages/position-statements](http://www.agcas.org.uk/pages/position-statements) and our guidance to students on considering unpaid work experience ([www.york.ac.uk/careers/internships](http://www.york.ac.uk/careers/internships) - click on the Unpaid internships pdf)
- Provide the successful candidate with full contractual information prior to the start date
- Do not advertise term time work which requires more than 20 hours work in a seven day period
- If you are a recruitment agency, we ask that you provide details of the employer you are recruiting for: we will not make this information available to students, if you ask us not to.
- Identify a website or contact where candidates can learn more about the vacancy.
- Let us know if the vacancy is filled so we can remove it from our database.

The University reserves the right to edit vacancy adverts for purposes of:

- Brevity and clarity.
- Equality legislation, where the University has a legal responsibility not to advertise vacancies which may be construed as discriminatory. The University may contact advertising organisations, where appropriate, to clarify wording and details of adverts, or to obtain reassurance of exemptions from equal opportunities legislation. For an overview of the Equality Act 2010, see ACAS guidance here: [www.acas.org.uk/index.aspx?articleid=3017](http://www.acas.org.uk/index.aspx?articleid=3017)

Please note that we require all employers to meet the terms of our [code of conduct](http://www.york.ac.uk/careers).