

## **Terms and conditions for advertising jobs to AUB students on AUB Futures Hub**

### **Registration**

To advertise on AUB Futures Hub, employers are required to register using online registration. Once registered and approved, you will be sent a login username and password by email. By registering, you are accepting these terms and conditions.

### **Compliance with legislation**

Arts University Bournemouth must ensure that opportunities promoted to graduates and students do not disadvantage, endanger or discriminate (under current legislation) against them in any way. This includes information, opportunities or working practices that contravene current equal opportunities and employment legislation relating to disability, sex, race, religion and belief, sexual orientation, and age. Staff also have a duty of care to the University and will not (through contact with organisations) compromise in any way the good name of the University.

### **Jobs**

The employer is responsible for taking reasonable steps prior to recruitment of students to check the suitability of the candidate for the role. Arts University Bournemouth provides a service to advertise vacancies but does not recommend any candidates for roles.

Arts University Bournemouth assumes that you as an employer: have full employers' liability cover in place; will issue a contract of employment specifying the tasks to be undertaken, hours of work, salary (which must pay at least the National Minimum wage and holiday entitlement); and will provide a full induction including health and safety training.

### **National Insurance**

Some of our students are from outside the UK and may not have a National Insurance (NI) number. You can employ an international student without an NI number, but you must supply the student with proof that you have offered them work or that they have started working for you, as they will require this proof to obtain a NI number from a local Jobcentre Plus by calling 0345 600 0643.

Please note a small minority of International students do not have the right to work in the UK. If a student is unsure, please refer them to [futures@aub.ac.uk](mailto:futures@aub.ac.uk) or telephone 01202 363 891 / 355

If, as an employer, you are unsure of the process, you can contact the [home office helpline](#).

### **Advertising opportunities**

You can add job opportunities free of charge, subject to the job description adhering to our guidelines (see Advertising Guidelines). All advertisements are only available to Arts University Bournemouth students and graduates.

You can advertise:

- Full- or part-time jobs that meet at least the national minimum wage.
- Placements or internships.
- Vacation/temporary work.
- Volunteering Opportunities (For NGOs, charities or not-for-profit organisations).

### **Freelance opportunities**

When offering a freelance position, the fee should be agreed in advance with the student with a contract drawn up to agree the project and payment schedule.

### **Work placements or projects**

For short work placements or projects that form part of an assessed module within a course, students may be offered expenses rather than a fixed salary. To discuss this further, please contact the AUB Futures team.

### **We will not advertise the following:**

Arts University Bournemouth **will not advertise unpaid positions** on AUB Futures Hub unless the role is for an NGO, charity or not-for-profit organisation. There may be some exceptions to this rule if there is a payment in kind or expenses offered in return for a short-term project. Contact [futures@aub.ac.uk](mailto:futures@aub.ac.uk) or talk to the AUB Futures team on 01202 363 891 / 355

We will not advertise:

- Commission-only jobs.
- If connected with a Pyramid, multi-level marketing or similar style selling scheme.
- Franchises.
- Any opportunity that asks for an up-front payment from candidates.
- Advertisements that contain premium rate telephone numbers.
- Vacancies for individuals/au pairs based in private homes, unless placed by a registered agency.
- Opportunities that contain duties that raise health and safety concerns; for example, lone working in potentially dangerous environments, drug/medical trials.
- Positions connected to the adult/sex industry or associated with adult content.
- Positions placed on behalf of tobacco companies.
- Roles that are connected to the betting and/or gaming industry.
- Multiple postings for a single vacancy.
- On behalf of agencies (or similar third parties) that require the student to pay a fee.
- Positions that require applicants to disclose building society or personal banking details prior to being appointed. This should not be requested as part of a job application process.
- Vacancies that Arts University Bournemouth believes to be in breach of (or potentially in breach of) any aspect of UK employment legislation.
- Unpaid graduate vacancies.
- Any opportunity that would be considered to pose a risk of generating negative publicity for Arts University Bournemouth.
- Recruitment agencies. We will only publish a specific role if you are able to name the client.

### **How we use the information you submit to us**

If you submit job vacancy details online, or by any other means of contact, you will be asked to provide personal and/or business information. We will use this information to provide you with our vacancy advertising service and to contact you when necessary.

Your personal data may be shared with other departments within Arts University Bournemouth. You may be contacted by these departments unless you tell us otherwise.

By submitting vacancy information to AUB Futures Hub, you agree that your business details (not personal information) will be added to an online database that can be searched by job seekers.

AUB Futures Hub will hold your email address on its systems for as long as you remain a registered user of the vacancies database. You may unsubscribe or change your email alerts preferences at any time on AUB Futures Hub

**General**

This policy may be amended from time to time, please ensure you review it regularly. Please contact us at [futures@aub.ac.uk](mailto:futures@aub.ac.uk) you have any questions.

**Please note:**

All vacancies must be approved by a member of the AUB Futures team.

Thank you

**AUB Futures – Careers and Enterprise 2023**