

Terms and conditions for submitting your vacancy

UWE Bristol Careers Service

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Compulsory information

The following information is compulsory, there may be a delay in approving your vacancy or it may be rejected if this information is missing:

- Organisation's name, office address including postcode (this may be different to the Head Office address) and telephone number
- Organisation email address. This should be a professional company email address, not Gmail, Hotmail etc.
- Organisation's company registration number
- A short description of the organisation
- Vacancy role title
- Location of the job
- Dates – include: vacancy publish date, vacancy closing date and role start date. Vacancies should be advertised for a maximum of 3 months
- Number of posts available
- Hours required i.e. full time or part time
- The salary. If no salary is provided your vacancy will only be approved and active for a maximum of 7 days
- Length of employment contract i.e. permanent, fixed term, temporary
- Short description of the job
- The person specification including requirements & skills
- Is this opportunity open to international students? State in job description
- Any specific degree requirements?
- How candidates can apply – include your email address or link to online application.

Please do not include any of the following in your vacancy:

- References to age including asking for x number of years' experience. Salaries should not be advertised as 'dependent on experience'.
- Language that might imply someone of a certain age i.e. 'mature', 'young' or 'energetic'.
- Requests for specific qualifications without stating 'or equivalent'. Some qualifications can only be achieved by people of a particular age or nationality but there are alternatives.
- Requests for experience in a particular type of computer software without stating 'or equivalent'. This avoids discrimination against disabled applicants who may use adapted technology that is equivalent.
- Gender specific language i.e. 'manageress' or 'waiter' which implies someone of a specific gender.
- Requests for applicants who speak English as their 'mother tongue'. This may discriminate against other nationalities. If this is necessary for the role, ask for fluent English or English to first language standard.

- Requests for a full driving licence unless it is absolutely necessary. This discriminates against disabled applicants who may be able to fulfil the requirements of the role via public transport or a personal driver.
- Requests for photographs of applicants.

If your advert contains any of the above, we will remove the relevant sentence or wording or reject your vacancy.

In limited circumstances, it is lawful to discriminate when being from a particular group is a genuine occupational requirement, but you must quote the relevant legislation. Some employers will encourage applicants from protected characteristics and this should be included within the job advert.

Please note the time of year that you advertise a role can impact the number of applicants you may receive. For example roles that start in September or October should be advertised in April or May as you may find there will be less interest over the summer months.

We do not advertise:

- Commission only jobs - if you have a post with OTE, you must state the basic salary
- Pyramid selling schemes
- Buying into franchises
- Any opportunity that asks for an upfront payment from jobseekers
- All unpaid work except for registered charities and some CIC's and not for profit organisations. Genuine work shadowing opportunities may be advertised, [please see the definition here](#).
- Overseas opportunities that require applicants to pay fees apart from approved UWE partners
- Positions for students to share academic material or study notes
- Advertisements that contain premium rate telephone numbers
- Competitions
- Vacancies for individuals based in private homes unless placed by a registered agency
- Multiple postings for a single vacancy
- Registering with recruitment agencies - we will only accept specific vacancies
- Vacancies that UWE Careers & Enterprise believes to be in breach of any aspect of UK employment legislation

We reserve the right to edit or withdraw vacancies. We aim to notify you but due to the high volume of vacancies, this might not always be possible.