



CareerConnect

Bangor University Careers and Employability Service

Advertising Policy for Recruiters

CareerConnect aims to advertise vacancies, work experience & voluntary opportunities with a high level of efficiency and accuracy.

We ask that you:

- Provide complete and accurate information concerning the vacancy, including dates the opportunity is to be advertised, full company details and salary (this does not have to be disclosed but must be declared to meet National Minimum Wage), location, contract type (e.g. temporary, permanent), and application method
- Identify a website or contact where candidates can learn more about the vacancy whenever possible
- Ensure all vacancies meet current employment and equal opportunities legislation
- Abide by the principles of the Institute of Student Employers ([ISE](#)), Association of Graduate Careers Advisory Services ([AGCAS](#)) and National Union of Students ([NUS](#)) in best practice in Student and Graduate Recruitment.

Please Note:

All employers are automatically added to the Careers and Employability Service Employer Directory unless otherwise requested. Please email talent@bangor.ac.uk if you do not wish to be included in the directory.

We reserve the right to edit vacancy adverts for purposes of:

- Brevity and clarity
- Equality legislation, where we have a legal responsibility not to advertise vacancies which may be construed as discriminatory
- We may contact advertising organisations, where appropriate, to clarify wording and details of adverts, or to obtain reassurance of exemptions from UK equal opportunities legislation



We reserve the right not to advertise vacancies or voluntary opportunities which in our sole opinion are not suitable for advertising through our service, or which we feel are not in the best interests of our students and graduates. In particular, vacancies which:

- Have company information which is incomplete, e.g. nature of company, missing address
- Have misleading, incomplete or inaccurate job descriptions
- Promote or endorse illegal activity
- Are advertised by agencies (or similar third parties) and require the student to pay a fee in order to apply
- Require the student or graduate to be registered as self-employed to take up the opportunity without the guarantee of National Minimum Wage
- Are partnership or equity only opportunities with set-up companies
- Are proprietary trading companies requiring graduates to pay desk fees or pay for training
- Are connected with a pyramid, multi-level marketing or similar style selling scheme
- Represent an undue health and/or safety risk to the student/graduate
- Are connected to the adult/sex industry, or are associated with adult content
- Are placed by private individuals, particularly where the role provides care for others
- Are commission-only sales/marketing roles
- Pay 'in kind' rather than being salaried, e.g. gig tickets, vouchers, meals (UK vacancies)
- Appear not to meet the requirements of equality or other employment legislation (UK vacancies)
- Do not meet UK National Minimum Wage requirements (UK vacancies)
- We reserve the right not to advertise on campus brand ambassador/ brand manager roles
- Involve students writing or sharing academically related material for use by other students
- Are unpaid international opportunities on behalf of a private/commercial organisation
- Are training courses/programmes not accredited by a recognised educational or professional body
- We do not normally accept emails from webmail account providers (e.g. Outlook, Yahoo, Gmail) although we may make exceptions on a case-by-case basis

The University accepts no liability for the actions of students or graduates recruited from Bangor University and is not responsible for undertaking eligibility checks on students.



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Careers and
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For further information and government guidelines please follow these external links:

AGCAS Good Practice Guide - <https://www.agcas.org.uk/The-Good-Practice-Guide>

Providing quality internships: guidance for employers and interns -
<https://www.gov.uk/government/publications/providing-quality-internships-code-and-guidance-for-employers>

The Institute of Student Employers – <https://ise.org.uk/>

National Minimum Wage <https://www.gov.uk/national-minimum-wage>

Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/contents>

Employment www.direct.gov.uk/en/Employment/index.htm

Equality and Human Rights Commission www.equalityhumanrights.com

Employers' Forum on Disability www.efd.org.uk

Recruiting International Students www.ukba.homeoffice.gov.uk www.ukcisa.org.uk

Approved by:

Alix Charnley, Head of Careers and Employability Service

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