

JOBSHOP

CODE OF PRACTICE FOR EMPLOYERS

This document should be read as a guide for employers using the jobshop. It explains both the relationship between the employer and employee, and their relationship with the jobshop. The placement of an advert with the jobshop shall be deemed acceptance of and agreement to this code of practice.

- The jobshop reserves the right to refuse to advertise a vacancy without giving reason and cannot guarantee responses to advertisements
- The jobshop reserves the right not to advertise vacancies it considers unsuitable for students
- The employer must make clear the nature of the work offered and specify any skills required, the proposed wages and other terms. If they are able, the employer should also state the number and distribution of hours to be worked and the date the employment will start and end
- All vacancies must not be more than 20 hours per week (Vacation work is exempt)
- It is the responsibility of the employer to let all candidates know the result of an application as soon as possible and also to inform the jobshop of successful appointments
- Employers must state clearly to student employees the rate of pay, method and timing of payment and any other relevant information before the job commences
- The employer should be aware of the student's study obligations and should bear these in mind when negotiating hours of work/shift patterns
- The employer shall satisfy themselves as to the suitability of any employees and shall be responsible for taking up any references provided by the employee before employing the student
- Employers must inform the jobshop if the vacancy they are offering is to replace employees with whom they are in industrial dispute. The jobshop may choose not to handle such a vacancy

It is the duty of the employer to meet all statutory legal requirements, particularly the following:

- > Payment of the national minimum wage
- > Working time directive legislation, including holiday entitlement
- > Payment of National Insurance contributions and tax
- > Adherence to health and safety regulations and provision of adequate insurance
- > Compliance with UK legislation against discrimination in employment on basis of age, sex, gender, race, gender reassignment, religion, sexual orientation, disability etc
- > Restrictions of term-time working hours for international students.



The jobshop reserves the right to refuse to advertise further vacancies from any company that breaches this code.

The jobshop and the Students' Union shall bear no liability for loss, damage or delay arising in the performance of these services.

If you require any further information on any of these points, including the current National Minimum Wage scale, our recommended working hours for students, term dates (in order to advertise vacation work at longer hours) or visa restrictions for international students, please do not hesitate to get in touch with the jobshop.

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