

## **SUBU Job Shop Employers Terms and Conditions of Business**

1. The employer must provide clear and honest details on the nature of work offered and specify any necessary skills that are required.
2. It is the responsibility of the employer to let all candidates know the result of an application as soon as possible and to inform SUBU Job Shop when the post has been filled.
3. The employer shall be aware of students' study obligations and not ask them to work in excess of 20 hours a week (full-time students), except during vacations or other periods and adhere to visa restrictions if applicable.
4. It is the responsibility of the employer to meet all statutory legal requirements. This also extends to the General Data Protection Regulation (GDPR).
5. SUBU Job Shop has set the minimum rate of pay in line with the National Minimum Wage/National Living Wage. Employers must offer at least this amount if vacancies are to be advertised to registered students.
6. By submitting an order, you agree to accept the charges. SUBU Job Shop reserves the right to alter charges with reasonable notice.
7. Only one role may be advertised within one SUBU Job Shop advert. Employers may make a onetime minor amendment to adverts. The job title may not be changed.
8. The employer is responsible for assessing the candidate suitability and is responsible for obtaining references.
9. We would expect all employers to adhere to equal opportunities and operate with zero tolerance on discrimination.

These terms and conditions are intended to increase mutual confidence and access to SUBU Job Shop services and can be withdrawn from any person or organisation if breached. These terms and conditions are without prejudice to legal obligations which may operate in respect of these matters under Acts of Parliament or Government regulations.