

KeeleSU Jobshop Service Agreement

KeeleSU Jobshop aims to promote part-time, casual and vacation opportunities whilst working in the best interests of current students of Keele University. The placement of an advert within the Jobshop shall be deemed as acceptance to this document.



1. Who we are and how to contact us

1.1 Jobshop is operated by KeeleSU ("we", "us", "ours"). KeeleSU is a Charitable Incorporated Organisation - no 1173328. Our registered address is, Keele Students' Union, Keele, Newcastle-Under-Lyme, Staffordshire, ST5 5BJ.

1.2 To contact us, please email su.jobshop@keele.ac.uk or phone 01782 734800.

2. By using the Jobshop you accept these terms

2.1 By using the Jobshop, you confirm that you accept these terms and conditions and that you agree to comply with them and our Privacy and Cookies Statement.

<https://keelesu.com/pageassets/aboutus/governance/KeeleSU-Policy-data-security.pdf> & <https://keelesu.com/pageassets/aboutus/governance/Cookies-Statement.pdf>

2.2 Please read these terms of use carefully before using the Jobshop. They tell you who we are, how we will provide the Jobshop services to you, our liability to you (see section) and other important information.

2.3 You are responsible for ensuring that all persons who access the Jobshop through your organisation are aware of these terms and that they comply with them.

3. We may make changes to these terms

We amend these terms from time to time. Every time you wish to use the Jobshop, please check these terms to ensure you understand the terms that apply at the time. These terms were most recently updated on the date stated at the top of these terms.

4. We may make changes to the Jobshop

We may update and change the Jobshop from time to time to reflect changes to the Jobshop's functionality, and/or changes to our user's needs.

5. Advertising vacancies

5.1 You shall supply us with the vacancy details by either; registering with an employer account at <https://keelesu.com/account/register/Guests/> and uploading the details to the site for approval or completing the vacancy registration form available at <https://keelesu.com/jobsandskills/employers/advertise/> alternatively you can email the job vacancies to us at su.jobshop@keele.ac.uk

5.2 We will advertise vacancies once they have been approved as meeting the requirements of these Terms & Conditions.

5.3 Students applying for vacancies through the Jobshop ("Candidates") will be applying direct to you.

5.4 We will advertise vacancies on the Jobshop for 14 days from the date the vacancy goes live on the Jobshop unless a close date is stated.

5.5 We will not vet or pre-select candidates in any way. We make no guarantee that the vacancy will be filled or to the number of candidates who may apply.

5.6 We will not advertise vacancies if you are offering work at a private residential address (unless you are an agency for care work / support work).

5.7 The Jobshop reserves the right not advertise vacancies it considers unsuitable for students and / or involves marketing brands or products to students deemed unsuitable by KeeleSU.

5.8 We reserve the right to refuse to advertise any vacancy which, in our sole discretion, have reason to believe is in breach of these terms and conditions.

6. Details of Vacancies

6.1 By submitting a vacancy you confirm that the details are correct and that they accurately reflect the nature of the vacancy.

6.2 When submitting a vacancy you agree to the following responsibilities:

- a) Providing clear and honest details on the nature of the work offered and specify any necessary skills that are required
- b) Employing the success candidate, the payment of wages and National Insurance contributions.
- c) Certifying that you have current employer's liability insurance and that they provide a safe workplace as required by relevant health and safety at work legislation.

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- d) Complying with any relevant equality legislation
- e) Notifying us of any vacancy detail changes or if the vacancy is filled
- f) Ensuring the vacancy is on a payroll.
- g) Providing the employees with a written contract of employment

6.3 Vacancies must not:

- a) Recruit on the basis of gender, ethnic origin, disability, sexual orientation, age and religion or belief (subject to any applicable occupational requirements - where there is an occupational requirement, you warrant that any restrictions based on protected characteristics comply with the Equality Act 2010 and the advert must state as such).
- b) Require a candidate to make a payment, enter into a credit agreement or purchase goods to see
- c) Be offensive, obscene or potentially damaging to our reputation
- d) Involve approaching people in their homes or 'door knocking'
- e) Involve clinical trials, or studies and trials that affect student wellbeing
- f) Involve students marketing unethical goods and services
- g) Involve writing or reviewing academic course materials
- h) Promote or endorse illegal activity

6.4 You must be mindful of students' study obligations and any offer of employment will be subject to the visa conditions.

6.5 Vacancies must comply with the National Minimum Wage. For this reason, we cannot advertise commission only positions.

6.6 Vacancies involving marketing and market research activity based on Keele Campus require our approval prior to submitting the vacancy.

7. Compliance of vacancies with applicable laws

7.1 You shall ensure that each vacancy is compliant with all applicable laws including, but not limited to, the Equality Act 2010, employment legislation, health & safety regulations, the DTI Working Time Directive and all privacy laws including General Data Protection Regulations and Data Protection Act 2018.

7.2 You are responsible for checking all UK, EEA & international students' right to work in the UK and must conduct the appropriate right to work checks in accordance with UKVI guidance.

7.3 We reserve the right to pass on your details to ACAS (The Advisory, Conciliation and Arbitration Service) where there are significant concerns about employment practices.

8. Liability

We shall not be liable for any loss or damage suffered by you arising from, or in any way connected with, the introduction by us to you of any employee, candidate or registered student, or the engagement of any employee.

9. Intellectual Property

9.1 Any content submitted or uploaded to the Jobshop will be considered non-confidential and non-proprietary. You retain all of your ownership rights in your content, but you are hereby granting us a licence to use, store and copy that content and to distribute and make available to third parties.

9.2 We have the right to disclose your identity to any third party who is claiming that any content posted or uploaded by you to the Jobshop constitutes a violation of their intellectual property rights, or of their right to privacy.

10. Breach of these terms

10.1 When we consider that a breach of these terms or our has occurred, we may take such actions as we deem appropriate, including:

- a) Immediate, temporary or permanent withdrawal of use of the Jobshop
- b) Immediate, temporary or permanent, removal of any content submitted to the Jobshop
- c) Issue of a warning to you
- d) Disclosure of such information to law enforcement authorities as we reasonably feel is necessary or as required by law

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www.keelesu.com/jobshop

<https://www.facebook.com/keelesu.jobshop>