

## **Creative Careers – Terms and Conditions for employers**

### **What we offer employers**

To share information we have gathered on methods of recruitment, current trends and salary levels within specialist labour markets.

A specialist, non-profit making, vacancy and work placement publicity service in the fields of art, design, fashion, media and communication.

We are unable to recommend individual students.

We accept your vacancies and work placements via our on-line registration forms.

We aim to publicise your vacancy/work placement within 2 days of receipt.

We deal with complaints relating to vacancies and work placements publicised in Creative Opportunities in a professional manner.

### **What we expect from employers**

That you comply with UK equal opportunities, employment, health and safety and minimum wage legislation in your advertising and recruitment.

That you provide detailed information on your opportunity to enable our clients to make targeted applications. This must include salary offered for all job vacancies except freelance opportunities where the fee may be listed as negotiable.

That you recognise your responsibility for verifying an applicants identity, eligibility to work, experience, training and qualifications and that Creative Careers accepts no responsibility for an individual student or graduates application.

That you take responsibility for any communication and contracts that occur between yourself and the student/graduate applicant and that Creative Careers accepts no liability whatsoever thereafter.

That you acknowledge that Creative Careers does not make any representation, or provide warranty, as to the suitability, honesty, character or capability of any candidate regardless of whether they are a University of the Arts London student/graduate or an external candidate.

That you comply with provisions of the Data Protection Act 1999 in relation to all applicants details. That you accept Creative Careers right to visit your company to discuss your opportunities for students and graduates. Creative Careers reserves the right not to publicise vacancies and work placements from employers who are unwilling to organise/accept a visit.

That you acknowledge that Creative Careers has final editorial control and reserves the right to refuse to publicise vacancies or work placements.

That you disclose your business if you are operating as a recruitment consultant on behalf of client companies, and in this case, be prepared to pay for our recruitment service at the rate of £100+VAT per vacancy entry.

That you acknowledge that Creative Careers has the right to remove vacancy/work placement entries from our website/noticeboards if we have evidence that the company concerned has acted illegally in their recruitment or employment practices.

That you acknowledge that Creative Careers has the right to refuse to publicise vacancies or work placements from an employer where student/graduate complaints or concerns have been received. The nature of these complaints or concerns will remain confidential to Creative Careers.

**As a member of AGCAS (Association of Graduate Careers Advisory Services), Creative Careers is committed to promoting equality of access and treatment in education, employment, training and guidance.**

Current as at 29/9/09