



## Employers' Pack

Thank you for your interest in advertising your job vacancy with the Students' Union JobShop. This pack should provide you with everything you need to book your advertising quickly and efficiently.

- > Read through the code of practice. The code exists to ensure students using the JobShop can guarantee that all vacancies offered comply with certain basic conditions
- > Have a look at the charges to see how much your advert will cost. The JobShop is a service supplied by the Students' Union, a not for profit organisation, we therefore only ask for a contribution towards our expenses. We can provide these services at the fraction of the cost of advertising in a local newspaper or using a recruitment agency
- > Please make a copy of the forms for future use
- > Complete the booking form, vacancy details and read the code of practice.

Please do not hesitate to contact us should you have any queries or further recruitment requirements. We look forward to receiving details of your vacancy.

Kind regards,



Jo Evans  
JobShop Co-ordinator

**The University of Gloucestershire Students' Union JobShop offers you access to our students, thousands of whom are looking for part time temporary work to support them during their time at University.**

**STANDARD PACKAGE: £25 +VAT (2 weeks) or £50 +VAT (4 weeks)**

This is our most popular advertising package

Your job vacancy is advertised for 2 or 4 weeks through the following media:

- > An advert under the student jobs section of the website:  
[www.yourstudentsunion.com/thejobshop](http://www.yourstudentsunion.com/thejobshop)
- > Inclusion in the fortnightly current jobs email to JobShop members
- > Inclusion in the current jobs section of the student newspaper **space\***
- > Exposure on the JobShop notice boards on all 4 campuses

We have attached the relevant forms to take out our standard package. Simply complete and return the forms to register your vacancy.

\*Please note that if your advert is for 2 weeks and does not fall on a **space** production date, it cannot be included.

### MORE FROM THE JOBSHOP

**If you are interested in any of the extras below please contact Jo Evans at the JobShop to discuss further.**

#### BLOCK EMAILS: £55 +VAT

Your vacancy can be emailed to JobShop subscribers.

#### NOTICE BOARDS: £25 +VAT per month

The JobShop has locked notice boards on every campus; A4 posters can be displayed.

#### PLASMA SCREENS: £150 +VAT per month

18 state of the art plasma screens located across all 4 campuses in bars, refectories, learning centres and receptions. These screens are an ideal way to communicate with students. We can offer you the chance to have your own moving graphic poster displayed for 30 seconds every 30 minutes, 7 days a week.

#### RECRUITMENT FAYRES: from £150 (no VAT to pay)

Each year, the JobShop hosts at least 2 recruitment Fayres including:

- > **Part Time Jobs & Volunteering Fayre** - Late September/ Early October - An ideal opportunity to attract 1st year students looking for work or recruit returning students looking to earn some cash or broaden their experience. It is also a great head start in recruiting for Christmas.
- > **Gold Cup Jobs Fayre - Early February** - Always a huge success filling the hundreds of temporary vacancies during this tremendous racing event.

### OTHER ADVERTISING OPPORTUNITIES

The JobShop is very flexible and is keen to offer solutions to your part-time temporary recruitment needs. Many other advertising opportunities exist from sponsoring a sports team or event through to bar staff shirts, exclusive on-campus recruitment and one off adverts in **space** newspaper. Please contact Jo Evans to discuss the possibilities.

## Advertising Booking Form

*Please complete in block capitals*

<b>Company Name</b>	
<b>Contact Name</b>	
<b>Position</b>	
<b>Invoice Address</b>	
<b>Postcode</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

*Please clearly indicate your choice below*

STANDARD 2 WEEK PACKAGE: <b>£25 +VAT</b>	
STANDARD 4 WEEK PACKAGE: <b>£50 +VAT</b>	
EXCLUSIVE EMAILS: <b>£55 +VAT per block e-mail</b>	
NOTICE BOARDS: <b>£25 +VAT per month</b>	
PLASMA SCREENS: <b>£150 +VAT per month</b>	
RECRUITMENT FAYRES: <b>from £150 (no VAT to pay)</b>	
OTHER <b>(please state details below and insert quoted price opposite)</b>	
<b>SUB TOTAL excluding VAT</b>	
TOTAL including VAT	

> Please fax or post this form back to the JobShop.

## Vacancy Registration Form

**Please complete this form in full. \*Please note that if details of the hourly rate of pay are not given, the vacancy will not be advertised.**

Vacancy Details			
<b>Job Title</b>			
<b>Job Description</b>			
<b>Person Specification. Skills &amp; Requirements for this Position</b>			
<b>Number of Staff Required</b>		<b>*Rate of Pay per Hour</b>	
<b>Hours to be Worked</b>			
<b>How to Apply</b>			
<b>Location</b>		<b>Closing Date</b>	

Other Details	
<b>How did you hear about the JobShop?</b>	

***This section MUST be signed and dated.*** By asking the JobShop to advertise your vacancy, you are deemed to have agreed to the JobShop 'Code of Practice for Employers' and to abide by the terms and conditions set out by the JobShop.

<b>Signed</b>	
<b>Print Name</b>	
<b>Date</b>	

> Please fax or post this form back to the JobShop.

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.

1. Where any charge is to be levied on an employer using the JobShop, the amount, its purpose and the method of payment will be stated clearly, in writing, or via email when the vacancy is advertised.
2. The JobShop reserves the right to refuse to advertise a vacancy without giving reason and cannot guarantee responses to advertisements.
3. The JobShop reserves the right not to advertise vacancies it considers unsuitable for students.
4. 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.
5. If the vacancy requires highly specialised skills or is of a sensitive nature the employer should contact the JobShop with full details prior to booking.
6. 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.
7. 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.
8. The employer should be aware of the student's study obligations and should bear these in mind when negotiating hours of work with students.
9. 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 engaging the student.
10. 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.
11. By submitting an order, you agree to accept the contribution charges shown in this pack. The JobShop reserves the right to alter charges with reasonable notice.
12. It is the duty of the employer to meet all statutory legal requirements with regard to the students employed via the JobShop. In particular the employer is reminded of 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
  - > Adherence to the Children's Act
  - > Compliance with legislation against discrimination in employment on basis of gender, ethnic origin, disability etc and with good practice in respect of non-discrimination on the grounds of age
  - > 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.**