

## Code of Practice: Students

The Job Shop will make information about appropriate job vacancies available to students registered with it. The Job Shop may choose to contact suitable candidates directly about particular vacancies.

- The Job Shop will provide students with employment information which is as up to date and accurate as possible. All information given is in good faith and is based on information from the employer as notified to the Job Shop. Students must confirm for themselves that the information is accurate.
- It is the responsibility of students to ensure they have the relevant skills and qualifications required for a particular post before applying for it.
- Any registered student who does not act in a professional manner with employers, e.g. failing to attend a pre-arranged interview without good reason, or who otherwise abuses the service may be restricted from using the Job Shop and may be removed from the database.
- The Job Shop will not disclose the names, addresses or telephone numbers of students and shall conform to the requirements of the Data Protection Act and any subsequent related Acts.
- Contracts of employment are between the student and the employer. If a student is unhappy with any aspect of their employment, they must first seek to resolve matters with the employer. If the student believes them to be in breach of employment law, the Job Shop will seek to give appropriate information and referral for further guidance. In such circumstances it is solely the responsibility of the student to bring any legal action against an employer.
- The Job Shop will provide information about employment issues such as tax, work permits and the effect of earnings on benefits or, where appropriate, direct the student to another source, which can offer more specialised information and guidance.
- Students requiring information/guidance on issues not relating to a particular vacancy, e.g. writing a CV or information about financial support, will be directed to a more appropriate source, usually within the University.
- Students must notify the Job Shop immediately when they have found work, giving appropriate details of their employment
- Students must keep the Job Shop informed of any change to their registration details, e.g. address, telephone number, or availability.
- Students are expected to be aware of their own study commitments and not to take employment that will adversely affect their academic work. A maximum of 15 - 20 hours' work per week during term-time is strongly recommended.