

## Walbrook Careers - Terms and Conditions for Employers Advertising Vacancies

The Walbrook Careers service is committed to supporting its students and graduates by ensuring that job advertisements shared on its platform are accurate, legitimate, and uphold high professional standards.

Employers registering on *Handshake* to advertise opportunities must adhere to the following terms and conditions during their advertising and recruitment process:

### Vacancy Information

- Ensure all information provided about the vacancy is accurate, factual, and complete, including all required fields.
- Include contact details or a website link where applicants can find additional information about the role.
- Set an expiry date for the vacancy on *Handshake*. If the role is filled before this date, promptly update the job advertisement to reflect its closure.

### Remuneration

- All roles must pay at least the **UK National Minimum Wage**, except for volunteering opportunities. Employers are encouraged to offer **National Living Wage** where possible.
- Clearly state the remuneration in the job advertisement to help applicants assess the cost of living.
- If earnings are commission-based or include a bonus scheme, the basic rate of pay must be explicitly mentioned in the job description.
- Disclose any exit fees or costs associated with the opportunity upfront.
- Employers must cover or reimburse the costs of work-related equipment and expenses, such as laptops or work phones.

### Place of Work

- Clearly specify the location of the role (e.g., office-based, remote, or hybrid).

### Employment Law

- Employers in the UK must have [Employers' Liability Insurance](#) and are advised to consider [Public Liability Insurance](#).
- All job opportunities must comply with the employment laws of the respective country where the job is based.
- Employers must meet legal obligations regarding annual leave entitlements. For more details, visit [GOV.UK](#).
- UK employers should review their responsibilities on the [UK government's official website](#) to ensure compliance.

### Equal Opportunities

- Employers must adhere to fair and equitable advertising and selection processes. Guidance is available on the [ACAS website](#).

## Right to Work

- Employers are responsible for verifying that applicants have the right to work in the UK.
- Walbrook Careers is not liable for checking applicants' legal entitlement to work in the UK.
- Employers must not discriminate against candidates who may not have the right to work in the UK at the application stage. Right-to-work checks should be conducted at the final recruitment stages.
- Walbrook Careers cannot provide specific legal advice on employing non-UK nationals. For guidance, visit the [UK government's official website](#).

## GDPR and Data Protection

- Walbrook Careers uses *Handshake* to collect employer information, including email addresses, phone numbers, which are displayed on employer profiles for contact purposes.
- Review *Handshake's* [privacy policy](#) for details on data processing, legal bases, and data deletion policies.

## Our Rights

The Walbrook Careers service team reserves the right to edit any job advertisements where details are unclear or potentially discriminatory. The employer will be contacted to clarify or amend the advertisement to comply with UK equal opportunities legislation.

## Unaccepted Job Advertisements

Types of jobs that do not offer fair working conditions, provide misleading information or opportunities to exploit our students or graduates will be removed from the Walbrook Careers platform, especially the following job roles or similar to these:

- Pyramid or multi-level marketing scheme;
- Brand ambassador roles;
- Roles requiring financial investment from applicants, students or graduates;
- Roles containing misleading or inaccurate descriptions;
- Roles failing to meet UK employment law standards;
- Partnership or equity only opportunities with set-up companies (startups);
- Roles advertised by recruitment agencies or third parties that do not disclose the name of the role and client;
- Roles that are with private individuals and take place in a private homes
- Unpaid internships;
- Roles paying below the **UK National Minimum Wage**;
- Commission-only sales roles;
- Gig economy jobs without guaranteed income;
- Roles requiring applicants to pay fees to apply;
- Jobs promoting illegal activities;
- Opportunities posing high physical or emotional risks to applicants;
- Positions in the adult sex or tobacco industries;
- Positions with private individuals conducted in a private home;
- Equity-only positions in startups;
- Recruitment agency roles where the employer and role are not disclosed.