

Terms and Conditions

Employer Vacancy Terms and Conditions

Global Banking School Careers Service has created these terms and conditions to ensure that employers and recruiters who advertise their vacancy on our platform comply with our standards and guidelines.

We ask that you comply with the following when advertising your vacancy:

- Provide accurate and complete information relating to the vacancy
- Provide timely notice before a vacancy is closed
- Ensure all vacancies meet current UK employment and equal opportunities legislation
- Provide contact details or a website where candidates can learn more about the vacancy
- Be aware of your obligations as a recruiter when employing people
<https://www.gov.uk/browse/employing-people> and
<https://www.gov.uk/national-minimum-wage-rates>
- Be aware of their obligations when employing people for work experience, volunteering and internship opportunities
<https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships#contents>

Global Banking School Careers Service reserve the right to edit the vacancy if in our opinion, it is deemed, the vacancy (1) is not in the best interest of the student; (2) breaches employment regulations; (3) brings Global Banking School into any form of disrepute; (4) where the Careers Service has a legal responsibility not to advertise vacancies which may be construed as discriminatory.

The service may contact advertising organisations, where appropriate, to clarify wording and details of adverts, or to obtain reassurance of exemptions from UK equal opportunities legislation.

If an employer advertises an overseas opportunity, the Careers Service is not responsible for checking that the vacancy complies with applicable law in other jurisdictions, this is the responsibility of the employer.

By placing an advertisement with Global Banking School Careers Service, the Employer agrees to be bound by the following terms and conditions:

- Vacancies are not misleading or inaccurate
- A complete and detailed job description is provided including the name of the employer
- Global Banking School will not advertise vacancies where a suitable business email address is not provided. We will not advertise vacancies advertised where a free email service address is provided at registration i.e. gmail, hotmail, yahoo, unless we can verify the legitimacy of the registered company.
- Vacancies advertised do not require students to pay a fee in order to apply
- Do not promote or endorse illegal activity

- Does not require a financial investment by the student or graduate
- Are not connected to or associated with adult content or the adult entertainment industry
- Are not placed by private individuals, particularly where the role provides care for others
- Are not commission only roles or payment 'in kind' e.g. vouchers, meals, event tickets
- Meets the requirements of Equality Act 2010 (UK vacancies)
- Meets UK National Minimum Wage requirements as described by the National Minimum Wage Act 1998 (UK Vacancies)
- Complies with the UK Working Time Regulations Act 1998 (unless the individual has opted out)
- The employer is required to adhere to all applicable Health and Safety regulations.
- Global Banking School accepts no liability for the actions of students or graduates recruited.
- Global Banking School Careers Service will advertise unpaid work experience opportunities where the relationship that the student has with the Employer is one of a 'volunteer' in accordance with the NMW
- Where the Student is likely to attend the Employer's premises, or otherwise assist the organisation, on a 'full-time, unpaid basis i.e. 5 days per week, then these opportunities should not exceed 3 months in duration.
- Global Banking School Careers Service recommends that an employer offering unpaid opportunities of up to 3 months, (or full time equivalent) reimburses the student for all reasonable out of pocket expenses incurred as a gesture of goodwill.

All personal data belonging to the Employer, processed by Global Banking School in relation to the Careers Service, including details held on our careers platform, will be processed in accordance with the Data Protection Act and Global Banking School's [Data Protection Policy](#).