

Students and Graduates Terms and Conditions

The aim of Recruitment Services

Recruitment Services is run by and part of the University of Bedfordshire Careers and Employability Service. The aim of the Recruitment Services is to assist students and graduates looking for work to make contact with appropriate employers who wish to fill part-time, full-time and work placement/ internship vacancies.

University's Obligations

1. The University will make information about appropriate job vacancies available to students and graduates who are registered Recruitment Services members. Job vacancies will be displayed on various portals including but not limited to iProspects, Graduate Talent Pool, Job Centre Plus and Grads East.
2. Recruitment Services will be available to all University of Bedfordshire students and graduates, as well as graduates from other United Kingdom universities.
3. The University will ordinarily make information available about all vacancies which it receives, providing they meet statutory standards and requirements as set out in these terms and conditions.
4. By submitting any of the following documents: CV, Covering Letter, Examples of Work, Application Form(s) and any other relevant documentation (including, but not limited to: identification documents, proof of eligibility to work in the United Kingdom etc.) which include personal details to Recruitment Services you consent to these documents being sent to the employer for review as part of the application process.
5. The University may contact suitable candidates (as determined by the Recruitment Services Team) directly about particular vacancies. In the case of extremely urgent vacancies, the University may contact students who are known to be available at short-notice without advertising the vacancy more widely.
6. Recruitment Services will provide students and graduates with employment/vacancy information that is as up-to-date and accurate as possible. All information given is in good faith and is based on information provided by the employer. Students/graduates must confirm for themselves that this information is accurate before accepting employment. Recruitment Services will accept no responsibility if information provided is inaccurate through no fault of the University.
7. The University will take reasonable steps to ensure that vacancies meet national minimum wage requirements.
8. The University may without due notice change a vacancy's closing date or remove a vacancy from its database, without notifying students or graduates.
9. The University may remove any student or graduate from its database, and no longer provide job adverts should they provide false or fraudulent information on an application for employment or fail to attend an interview without prior notice.

10. The University will not disclose student/graduate personal details without consent or as otherwise permitted under the Data Protection Act 1998.
11. The University will provide general information about employment issues, such as CV preparation, current taxation and National Insurance requirements. Where appropriate, the University will refer students/graduates to more specialised sources of information and guidance, e.g., the Careers and Employment Service, the International Students Adviser, Students' Union, the local Taxation Office or the Government Employment Service.
12. The University will check all applications submitted for any vacancy, and will reject applications if applicants do not make reasonable amendments suggested by the Recruitment Services team or other members of the Careers and Employability Service.
13. If a student/graduate is dissatisfied with an employer and believes them to be in breach of employment law, Recruitment Services will act by providing the most appropriate advice available and also refer to appropriate specialist agencies. It will maintain a system whereby students can feed back information about employers to the Recruitment Services, but will not act in any manner on behalf of student in any dispute with employer.

Students/Graduate Obligations

14. Students and graduates will register online www.beds.ac.uk/jobsearch with Recruitment Services or by applying for one of the Recruitment Services' vacancies.
15. Students and graduates are solely responsible for agreeing terms of employment contracts with the employer. The University is not responsible for and does not negotiate contracts of employment.
16. It is the responsibility of student/graduate to ensure they have the relevant skills and qualifications required for a particular post before applying for it, as outlined in the specific vacancy details.
17. Students and graduates must attend interviews arranged for them. Any student/graduate who fails, without good reasons, to attend a pre-arranged employment interview, or who otherwise abuses Recruitment Services may be restricted from using the service and be removed from the Recruitment Services register.
18. Students/graduates must keep the University informed of any change to their details, for example, change of address, e-mail address, telephone number or availability. The University will not accept any responsibility for errors made due to lack of up-to-date student information.
19. Students/graduates are expected to be aware of their own study commitments and not take employment that will adversely affect their academic work, for example, by accepting hours which will clash with lecture times or by exceeding a reasonable number of working hours. Recruitment Services recommends that full-time students do not work more than 15 hours per week.
20. International students/graduates from outside the EEA who are studying at the University of Bedfordshire under a student visa are expected to be aware of any restrictions that their visa place on their ability to work in the UK.
21. International students/graduates must disclose their visa restrictions to Recruitment Services and to their employers. International students are restricted to working up to 20 hours per week during term-time and up to 40 hours per week during university vacation periods.
22. If a student/graduate wishes to cease registration with the Recruitment Services a written request to be removed from Recruitment Services a written request must be sent to hireme@beds.ac.uk. Recruitment Services may continue to send information up to 2 weeks after a request being made. Apart from circumstances set out above where the University may terminate the registration, the University reserves the right to terminate registration on giving 1 months' notice in writing.

These terms and conditions may be updated according to new legislation or recruitment processes.

Complaints Procedure

Employer or Student/Graduate against Recruitment Services or Careers and Employability Service

1. If either a student/graduate or an employer feels that Careers and Employability Service/Recruitment Services has failed to meet its obligations under the terms and conditions they have the right to make a formal complaint.
2. The complaint letter should be addressed in writing to the Recruitment Services Manager based within the Careers and Employability Service, who will provide a preliminary response within seven working days, attempting to offer a mutually acceptable solution.
3. After the procedure has been exhausted, a further written complaint can be made to the Head of the Careers and Employability Service, who will offer a final judgement on behalf of Recruitment Services.

Student/Graduate against Employer

1. Careers and Employability Service / Recruitment Services is keen to receive feedback, positive or negative, from students about employers. Students who wish to provide this type of information should address it, in writing, to the Recruitment Services Manager, who may wish to keep this information on file.
2. Careers and Employability Service /Recruitment Services may or may not wish to restrict an employer's access to the Recruitment Services based on the feedback provided by students/graduates.