Posting a vacancy

Terms and Conditions

- Positions in private households or where the applicant would be required to work at a private household are not accepted
- Vacancies cannot be placed from employers using Hotmail, Gmail, Yahoo or other similar free email addresses
- All employers should have a valid company website
- Vacancies will not be accepted via email or by post
- We do not accept vacancies that require a photograph to be included as part of the application
- We will not advertise vacancies where there is a cost/fee involved (including voluntary work), or where the pay is commission only
- We do not advertise unpaid positions as it contravenes the National Minimum Wage Act. The only exceptions to this rule are: (1) if the work is for a Registered Charity, or (2) if the vacancy is for genuine work-shadowing. (Note, however, that work-shadowing opportunities cannot involve any kind of structured work or attendance requirements that could be construed as a contract). For further information on unpaid work, please see: [AGCAS Position Statement: Internships; Department for Business, Innovation & Skills (BIS) - Guidance on Pay and NMW Rights and Responsibilities; and Department for Business, Innovation & Skills (BIS) - Internships & the National Minimum Wage Q&A]
- Once your opportunity has reached its closing date it will be automatically archived but can quickly be re-activated, if required
- Imperial College Careers Service does not charge for advertising on JobsLive but reserves editorial control over the information that we publish, and the right not to publish opportunities
- The Careers Service is a member of the Association of Graduate Careers Advisory Service (AGCAS) and as such we fully uphold their codes of best practice in graduate recruitment

Careers Service
www.imperial.ac.uk/careers