

Advertising opportunities

Terms and Conditions for organisations

Employers can use JobsLive to advertise vacancies including graduate positions, casual/part-time roles, internships and placements, as well as insight schemes and studentships, scholarships and awards. Registered charities may also post voluntary work opportunities. All vacancies are exclusively open to Imperial students and graduates, as well as postdoctoral staff.

Advertising on JobsLive is free of charge if recruiting on behalf of your own organisation. If advertising on behalf of a third party, there is a charge of £75 + VAT. Further details can be found in the Third parties section on the [Advertising your opportunities](#) page.

All vacancies will be reviewed by a member of the Careers team before being published. We reserve editorial control over the published information and the right to withdraw any content which is deemed as not suitable to Imperial students and/or graduates. Employers must meet the following conditions to ensure their vacancies will be advertised on JobsLive:

- All vacancies must be posted by a registered, verifiable organisation. Registrations from private employers will not be accepted.
- Vacancies requiring applicants to work in a private household are not accepted.
- All organisations signing up on JobsLive must have a valid company website.
- Employers must register with a valid corporate email address. Hotmail, Gmail, Yahoo or other similar free email addresses will not be accepted.
- All vacancies and organisation registrations must be submitted in English.
- All organisations must register under only one occupational area. Vacancies may cover several occupational areas, as long as they are relevant to the role posted.
- Only one opportunity type must be selected for a vacancy. If your advertised role can be arranged as two or more different opportunity types (e.g. internship and placement), please advertise each opportunity type separately, indicating the differences clearly in the titles.



- JobsLive advertisements must comply with the [National Minimum Wage Act \(1998\)](#). From 1 April 2019, the minimum wage is set at:
 - o £8.21 an hour for workers aged 25 and over.
 - o £7.70 an hour for workers aged 21 to 24.
 - o £6.15 an hour for workers aged 18 - 20.
 - o £4.35 an hour for workers aged 16 - 17.
 - o £3.90 an hour for apprentices under 19 or 19 or over who are in the first year of apprenticeship.
- The following exceptions to the above will be allowed:
 - o Unpaid work will be advertised if it is for a registered charity.
 - o Unpaid work will be advertised if it represents a work shadowing opportunity. Work shadowing opportunities cannot involve any kind of structured work or attendance requirements that could be construed as a contract.
- While not mandatory, the Careers Service recommends that employers pay the [Real Living Wage](#). This is £10.55 in London and £9.00 everywhere else in the UK.
- Commission-based roles will only be accepted if a salary meeting the National Minimum Wage is also offered.
- Opportunities which involve a payment from the applicants will not be accepted.
- Vacancies will not be accepted via email or by post.
- Vacancies requiring a photograph to be submitted as part of the application will not be accepted.
- All vacancies must be compliant with the [Equality Act 2010](#).

