

Job Vacancy Form

We offer our free vacancy promotion service throughout the year in order to maximise the number of vacancies available to our students. The Guild of Students provides this service to support students in finding part-time/casual and vacation work whilst they study.

Our service is free of charge, we only ask that employers feedback the number of University of Birmingham students they have recruited for each job we promote.

Your Information

(if you have already supplied your organisation and contact details in the last 6 months simply complete the name of your company)

Company name:

Contact name:

Email:

Telephone:

(please provide a landline number)

Address:

Post code:

Website:

Your Vacancy Details

Vacancy Title:

Description of duties and skills or experience required:

Closing Date for Applications:**How would you like to receive applications?**

E.g. CV or application form. Including desired email/address and contact name for completed applications to be returned to.

Is this vacancy offered as:

Self-employed On payroll

Location of work:

(if different to address above)

Hours/Days Required:

(Please note that we advise our students to work no more than 16 hours per week during term-time, and up to full-time in vacations (or within visa restrictions, if applicable). Is this Weekend and/or weekday work?)

Number of vacancies:

Rate of pay:

Is this opportunity commission only? Yes No

Specific clothing/uniform required:

Supporting Information

Company/Charity registration number:

If you have not provided the above information, are you a:

Sole Trader Partnership

If your opportunity is offered as employed and you have not supplied a company/charity number, please provide your PAYE registration number with HMRC:

Will staff be covered by employers' liability insurance?

Yes No

If your vacancy involves working late (shifts finishing 11pm onwards), please give information on how staff are supported to get home from work safely:

Will payment be made weekly/monthly/other?

Method of Payment to employees:

What happens next?

Once we receive your completed form we will check it against our Code of Practice (a copy of which will have been received in the email we sent you). If your role complies we will upload it on to our website for students of the University to view and apply directly to you.

When your job deadline passes we will contact you to see if you've found someone or if you would like us to re-advertise (this will still be offered free of charge).

Below are our term dates, this may help you to plan your recruitment timing:

Spring: 9 January 2017 – 24 March 2017
 Summer: 24 April 2017 – 16 June 2017
 Autumn: 25 September 2017 – 8 December 2017
 Spring: 8 January 2018 – 23 March 2018
 Summer: 23 April 2018 – 15 June 2018

Please note that we do advertise vacancies throughout the holidays as students do stay in Birmingham during this time

Acceptance of Terms & Conditions:

By placing your order with the Guild of Students you are confirming that you have read and accept the terms and conditions outlined in the footnotes of this document.

Please telephone 0121 251 2500 if you have any queries and one of the team will be happy to help.

Please return this completed form to:

jobs@guild.bham.ac.uk

How to contact us:

Tel: 0121 251 2500 Fax: 0121 251 2505

Email: jobs@guild.bham.ac.uk
 www.guildofstudents.com/jobs