

Terms and Conditions for Employers

James Cook University, Singapore Career Portal is an online system used by the student careers office to advertise graduate, internships, overseas, part-time/contract, and volunteer opportunities to students and alumni of the university.

1. James Cook University, Singapore Student Careers office reserves the right to accept, alter or reject registrations, vacancies, and event advertisements in the James Cook University, Singapore Career portal.
2. James Cook University, Singapore Student Careers office reserves the right to refuse any person or organization's use of this service.
3. James Cook University, Singapore Student Careers office is not a recruitment agency and as such does not involve itself in selecting or recommending students for any vacancy listed on James Cook University, Singapore Career Portal.

4. Repeated multiple advertisement listings will be considered spam and will be rejected and removed
All job advertisements submitted to the James Cook University, Singapore Career portal must comply with all acts – Ministry of Manpower including hours of work and conditions for working overtime.

5. All submitted job advertisements need to be approved by the James Cook University, Singapore Student Careers office before being made available for access by students and graduates. Advertisements are processed during business hours.
6. All advertisers are to provide the following information:
 - The name of the organization or individual advertising the job vacancy.
 - The name of a contact person.
 - The address and phone number of the organization, individual, or contact person.
 - A clear description of the vacancy including duties/responsibilities, location, working hours, and required skills/experience.
 - An appropriate rate of pay, or reference to a relevant award or job classification (part-time, casual, and contract advertisements only).
7. Special conditions for recruitment agencies and other third-party recruiters.
 - Third-party recruiters must provide the name of the client organization to the Student Careers Office if requested to do so.
 - Student Careers Office will not disclose the name of the client organization to anyone unless required to do so by law.
 - Only genuine job vacancies are to be submitted.
8. Types of acceptable advertisements for employment include, but may not be limited to:

- Part-time, casual, contract, or full-time paid employment.
- Volunteer opportunities with registered not-for-profit organizations
- Work experience/ work placement/ internship/volunteer opportunities where
- The position is a component of a formal academic program i.e. Professional internship
- The position is a volunteer role within a registered not-for-profit organization, with appropriate insurance coverage for volunteers.
- The position offers experience relevant to a JCU field of study where it is not a course requirement but is of benefit to the student's studies.
- Graduate recruitment and vacation employment.
- Paid international employment vacancies.
- Employment scholarships and cadetships.

9. Student Careers Office will not accept the following advertisements:

- Employment that requires the successful applicant to establish their own business.
- Employment involving any unpaid trial period or training
- Commission-only jobs.
- Independent contracting arrangements.
- Work involving any illegal activity.
- Positions in businesses operated from residential properties or requiring students to work in a private home
- Any work which requires the employee to purchase a product or service, or offer a security deposit or similar as a condition of employment.
- Any advertisement not advertising a genuine employment opportunity.
- Fee for service and overseas volunteerism opportunities.

10. Student Careers Office reserve the right to alter, withdraw or reject any advertisement where:

- Non-compliance with these terms and conditions has occurred;
- Misleading or incorrect information has been provided;
- Complaints about the advertiser have been received; or,
- The job opportunity or event is considered to be inappropriate.

11. Liability

- Student Careers Office will be under no liability to users and recruiters in respect of any loss or damage (including consequential loss or damage) which may be suffered or incurred or which may arise directly or indirectly in respect of services supplied by James Cook University Singapore.
- Employers advertising on the James Cook University, Singapore Careers portal must abide by our *Terms and Conditions for Employers*. Student Careers office checks that all opportunities featured on the James Cook University, Singapore Careers portal comply with our *Terms and Conditions*, however, we do not accept responsibility for advertisers who provide inaccurate, misleading, or false information.
- Student Careers Office does not necessarily recommend or endorse any organizations or service providers featured on James Cook University, Singapore Career Portal.
- Student Careers Office does not act as an agent for the employer.
- Employers agree that all information they provide in their advertisement does not breach any law or the rights of any person (including legislation regarding Fair Trading, Equal Opportunity, and Human Rights).

12. Other information

- Advertisers can lodge job advertisements via the internet at any time.
- Student Careers Office may use employers' email addresses to:
 - update them about the James Cook University, Singapore Career portal
 - clarify job or event details with them
 - alert them to other services to facilitate recruitment
 - send career-related/employment notices
 - undertake labor market research
 - ask questions to assist us in managing the James Cook University, Singapore Careers portal