The purpose of the Job Shop is to provide a vacancy service for students and local employers, supplying information on part-time temporary or casual jobs in the St Andrews area.

**Vacancies** are sourced by sending out Job Shop flyers at least twice per year to local employers and to those who have previously used the Job Shop to remind them of the service. University staff and departments who may be interested in employing casual staff are informed by way of the staff email announcement. Flyers are also sent to local employers who advertise in the local press. Regular checks are made by telephoning employers to ascertain the up to date situation with their vacancy. The Job Shop vacancies are dealt with via the Careers Centre intranet system – separate from the Scottish Shared Vacancies Service.

We also source part-time jobs via our excellent informal relationship with the JobCentre, South Street St Andrews who send details of any part-time vacancies they feel might be suitable for students. Any vacancy notices in shop windows are advertised on the Job Shop as an additional source of jobs.

**Students** can register to become members of the Job Shop by simply ticking a button on our website (via the “Access MyCareer” button). An email alert is sent to all members of the Job Shop to indicate that a new job has been added to our website. The alert simply states that we have added a new vacancy and to click on the link for further details. A brief description of the job appears on the Careers Centre website (see “Find part-time work”) but the “contact and how to apply” details are not shown unless viewed from any University-networked computer. If the advert is viewed from out-with the network, students are encouraged to call in person to the Job Shop desk or view from a university-networked computer. We have the flexibility to email the contact details to Job Shop members who cannot call in person for reasons of geography or disability difficulties etc. The student must make direct contact with the employer to apply for the job. A leaflet outlining the aims of the Job Shop, information on National Insurance numbers etc and the Code of Practice is available at the Job Shop desk at Careers or on our website. This leaflet is also distributed at the annual Job Shop talk during Orientation (Freshers) Week in September each year.

**Employers.** The Job Shop will advertise free of charge an employer’s vacancy details. The Job Shop reserves the right not to advertise an employer’s vacancy, including that which does not comply with the National Minimum Wage or it is discriminatory in terms of Race Relations, Disability and Equal Opportunity legislation. Employers are given an “outline form” to assist them with compiling the job details which includes details of hours students are allowed to work and the National Minimum Wage.

Students are requested to notify Careers when they are fixed up with a job and Employers are asked to advise the Careers Centre once their vacancy has been filled.