

## Safer job searching: guidance for students

### 1. Introduction

The Student Careers & Skills website gives advice on job search strategies, including researching employers and finding vacancies. We also publish vacancies on behalf of employers on our website: [warwick.ac.uk/services/careers/](http://warwick.ac.uk/services/careers/)

Searching online has become the most popular method of finding a job. There are lots of advantages to job hunting online, but there are also risks to be aware of.

The aim of this guidance is to explain our policy in relation to publishing job vacancies on behalf of employers, and to provide tips for safer job searching, whether via our website or other sources.

### 2. Disclaimer: vacancies advertised on myAdvantage

We accept vacancy adverts from employers in good faith and expect them to comply with relevant legal and regulatory requirements. We have a policy setting out our approach to allowing employers to register with us and advertise vacancies to our students and graduates: [warwick.ac.uk/services/careers/employers/advertising/vacancies](http://warwick.ac.uk/services/careers/employers/advertising/vacancies)

We are not responsible for the job opportunity offered. We advise applicants to use their own judgment when selecting potential opportunities and to carry out appropriate research regarding the potential employer and the vacancy.

If you have any concerns about any opportunities advertised on our website, please contact us as soon as possible before taking any action in relation to the opportunity: tel 024 7652 4748; email [careers@warwick.ac.uk](mailto:careers@warwick.ac.uk)

### 3. Tips for safer job searching

- (a) There are a number of risks associated with job searching online, including fictitious job posts that can lead to fraud (including being tricked into paying money upfront), identity theft, and unwitting involvement in criminal activity (eg money laundering).
- (b) Guidance on what to look out for is produced by a number of organisations, including:
  - The UK government: [www.gov.uk/jobsearch-rights](http://www.gov.uk/jobsearch-rights)
  - Get Safe Online: [www.getsafeonline.org/protecting-yourself/job-searching/](http://www.getsafeonline.org/protecting-yourself/job-searching/)
  - Safer Jobs: [www.safer-jobs.com/](http://www.safer-jobs.com/)
- (c) The following is not an exhaustive list, but some key things to think about include:
  - Carry out your research on potential employers (eg check they have a legitimate address, telephone number and email address; look at their website and other sites – eg Companies House; relevant professional body websites).
  - Never divulge personal information (eg National Insurance/driver's licence/passport number; bank account or debit/credit card details; date of birth) until you are satisfied the employer is legitimate and that the information is required for your employment.
  - Never agree to send or receive money from a potential employer until your job application is successful and you are satisfied the employer is legitimate. If an employer wants to send money to you in advance of carrying out any work, or requests money from you, ask for further information and ensure you are satisfied that this is a legitimate request.