

Online terms and conditions for the supply of advertising services to schools including academies (and other education establishments) in Sheffield

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AGREED TERMS

Your attention is particularly drawn to the provisions of **clause 13** (Limitation of liability).

1. About us

- 1.1 **We and us.** Sheffield City Council, local authority in Sheffield with registered office at Town Hall Pinstone Street Sheffield S1 2HH. We operate the website www.sheffield.gov.uk .
- 1.2 **Contacting us.** To contact us, telephone our customer service team at 0114 273 4299 option recruitment, this line is open between 10.00 am and 3;00 pm, or you may email us at recruitmentandtalent@sheffield.gov.uk. Details of how to give us formal notice of any matter under the Contract is set out in clause 18.2.
- 1.3 **Our regulator.** As a local authority we are governed by Sheffield City Council's Constitution and regulated by Local Government and Social Care Ombudsman.
- 1.4 **Professional indemnity insurance.** We maintain professional indemnity insurance and details can be provided upon request.
- 1.5 **Order Form:** Template produced at Schedule 1a which gives minimum information for placing an order for our Services as set out in Schedule 1 under this Contract.

2. Our contract with you

- 2.1 **Our contract.** These terms and conditions (**Terms**), apply to, the order placed by you and supply of Services by us to you (**Contract**). They apply to the exclusion of any other terms that you seek to impose or incorporate, or which are implied by law, trade custom, practice or course of dealing.
- 2.2 **Entire agreement.** The Contract is the entire agreement between you and us in relation to its subject matter. You acknowledge that you have not relied on any statement, promise or representation or assurance or warranty that is not set out in the Contract.
- 2.3 **Your copy.** You should print off a copy of these Terms or save them to your computer for future reference.

3. **Placing an order and its acceptance**

- 3.1 **Placing your order.** You must access the council's website at <https://www.sheffield.gov.uk/advertisejobs> (**Site**), use the process set out there, and follow onscreen prompts to submit an order under this Contract. Each order placed in this manner is an offer from you to buy services specified in the Order Form. You must ensure the service you require is included on the Order Form and within scope of those matters included at Schedule 1 (**Services**). Your order will be subject to these Terms.
- 3.2 **Correcting input errors.** The order process allows you to check and amend any errors before submitting your order to us. Please check the Order Form carefully before confirming the order. You are responsible for ensuring your order and any specification you submit in it is complete and accurate. You are to notify us immediately of any errors or omissions by emailing us at recruitmentandtalent@sheffield.gov.uk. In any event we must be notified of errors within five working days of publication.
- 3.3 **Acknowledging receipt of your order.** When you place an order, you are also confirming that you read, understood and accept these Terms. After submitting the order, you will receive an email from us acknowledging receipt, it will include a unique reference number for your order.
- 3.4 **Accepting your order.** Our email to you that acknowledges receipt of your order and is referred to in clause 3.3 above, it confirms we accept your order (**Order Confirmation**); at that time and date the Contract between you and us comes into existence (**Commencement Date**). The Contract relates only to those Services confirmed in the Order Confirmation.
- 3.5 **If we cannot accept your order.** If we are unable to supply you with the Services for any reason, we will inform you of this by email and we will not process your order. If you have already paid for the Services, we will refund you the full amount within 30 days.

4. **Cancelling your order**

- 4.1 You cannot cancel an order after we have actioned points 1 – 5 (inclusive) of the Services at Schedule 1; there is no refund in this situation.
- 4.2 You may cancel an order that has not been published. Normally we will not require a Charge in this situation; however, because these Services are based on cost-recovery model, the Charge may apply if your repeated cancellations is or becomes prejudicial for our operating model. Any Charge payable under this clause will be based on the pricing schedule and clause 8 of these Terms.

4.3 To cancel your order, you must email recruitmentandtalent@sheffield.gov.uk We will email you to confirm we have received your cancellation.

4.4 When cancelling, you must include details of your order to help us with identifying it. If you send us your cancellation notice by email, then your cancellation is effective from the date you send us the email. For example, you will have given us notice in time if you email us before midnight on that day.

5. Our services

5.1 **Descriptions and illustrations.** Descriptions or illustrations on our Site are published for the sole purpose of giving approximation. They will not form part of the Contract or have any contractual force. Details of the Services are set out in Schedule 1.

5.2 **Compliance with specification.** Subject to our right to amend the specification in the order (see clause 5.3) we will supply the Services to you in accordance with the specification for the Services appearing on our Site at the date of your order in all material respects.

5.3 **Changes to specification.** We reserve the right to amend the specification of the Services if required by any applicable statutory or regulatory requirement or if the amendment will not materially affect the nature or quality of the Services, and depending on the nature of amendment may notify you in advance of any such amendment.

5.4 **Reasonable care and skill.** We warrant to you that the Services will be provided using reasonable care and skill.

5.5 **Time for performance.** We will use all reasonable endeavours to meet any performance dates specified in the Order Confirmation, but any such dates are estimates only and failure to perform the Services by such dates will not give you the right to terminate the Contract or any refund. We will use all reasonable endeavours to publish your advertisement within **three working days** of sending you the Order Confirmation.

5.6 **Access to the Site:** In respect of advertisements on the Site, the Council does not guarantee continuous, uninterrupted access by users of the Site but will use reasonable efforts to provide this. Users will be advised of short periods of planned maintenance when they cannot access the Site.

6. Your obligations

6.1 Obligations in this section that refers to 'you' or 'your', includes your staff, agents or any person you authorise to act on your behalf in relation to the Services.

6.2 It is your responsibility to ensure that:

- (a) the contents of your order and specification are complete and accurate;
- (b) you cooperate with us in all matters relating to the Services;
- (c) you provide us with such information and materials we may reasonably require in order to supply the Services, and ensure that such information is complete and accurate in all material respects in the format stipulated;
- (d) you obtain and maintain all necessary permissions, consents and licences, which may be required for the Services before the date on which the Services are to start;
- (e) you comply with all applicable laws including our advertising policy (Schedule 2) and not include in your order any Prohibited Advertisement (Schedule 3).

6.3 If our ability to perform the Services is prevented or delayed by any failure by you to fulfil any obligation listed in clause 6.1 (**Your Default**):

- (a) we will be entitled to suspend performance of the Services until you remedy Your Default, and to rely on Your Default to relieve us from the performance of the Services, in each case to the extent Your Default prevents or delays performance of the Services. In certain circumstances Your Default may entitle us to terminate the Contract under clause 15 (Termination);
- (b) we are not responsible for any costs or losses you sustain or incur arising directly or indirectly from our failure or delay to perform the Services; and
- (c) it will be your responsibility to reimburse us on written demand for any costs or losses we sustain or incur arising directly or indirectly from Your Default.

7. Use of Services

7.1 By submitting the Order Form, you accept that:

- a. We give you no guarantee that you will receive applicants for jobs you advertised.
- b. Charges are non-refundable upon provision of the Services.

- c. We cannot guarantee the time, dates and/or position of advertisements, such decisions will be at our sole discretion. We will use reasonable efforts to comply with your requests.
- d. You can ask us to withdraw an order at any time and we will endeavour to do this within a reasonable time of notification.
- e. You acknowledge that we have no control over the job(s) you request to be advertised or the recruitment process you undertake to make this clear to persons making enquiries about your advertisement.
- f. If you have any concerns with our service performance, please let us know by emailing recruitmentandtalent@sheffield.gov.uk within five working days of the issue arising
- g. We will retain the advertisement for up to six months after it expires and then it will be securely archived, after which, efforts will be made to delete it promptly.

7.2 We are not responsible for, nor do we accept liability to the public for information included in your job advertisement. The public will be advised to contact you about the information.

8. Charges

- 8.1 In consideration of us providing the Services you must pay our charges (**Charges**) in accordance with the pricing at Schedule 4.
- 8.2 The Charges are based on cost recovery basis
- 8.3 We take reasonable care to ensure that the prices stated for the Services are correct at the time when the relevant information was entered into the system. However, please see clause 8.7 for what happens if we discover an error in the price of the Services you ordered.
- 8.4 We reserve the right to review and if necessary, increase the Charges on an annual basis with effect from each anniversary of the Commencement Date.

- 8.5 Our Charges are exclusive of VAT. Where VAT is payable in respect of some or all of the Services you must pay us such additional amounts in respect of VAT, at the applicable rate, at the same time as you pay the Charges.
- 8.6 If we need to contact you to process your order and are unable to do so using the contact details you provided during the order process, we will cancel the order.
- 8.7 If we are wholly responsible for a significant error that affects the timing of publishing your advertisement then there will be no charge to you; in such situations we will offer to redo that order at no charge.

9. How to pay

- 9.1 Currently, the only arrangement for payment is based on invoice.
- 9.2 We will take reasonable steps to send you an electronic invoice within seven working days of sending you the Order Confirmation.
- 9.3 You must pay within 30 days of receipt of the electronic invoice. If there is no payment after 60 days, then we reserve the right to not accept any further orders from you and taking other steps necessary for good financial governance.
- 9.4 If you fail to make a payment under the Contract by the due date, then, without limiting our remedies under clause 15 (Termination), you will have to pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under this clause 9.4 will accrue each day at 4% a year above the Bank of England's base rate from time to time, but at 4% a year for any period when that base rate is below 0%.
- 9.5 All amounts due under the Contract must be paid in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

10. Complaints

If a problem arises or you are dissatisfied with the Services, we have a comprehensive complaints policy, see [Complain about a council service | Sheffield City Council](#)

11. Intellectual property rights

- 11.1 All intellectual property rights in or arising out of or in connection with the Services (other than intellectual property rights in any materials provided by you) will be owned by us.

11.2 You agree to grant us a fully paid-up, non-exclusive, royalty-free, non-transferable licence to copy and modify any materials provided by you to us for the term of the Contract for the purpose of providing the Services to you.

12. How we may use your personal information

12.1 We will use any personal information you provide to us:

- (a) provide the Services;
- (b) process your payment for the Services; and
- (c) inform you about similar services that we provide, but you may stop receiving these at any time by contacting us.

12.2 We will process your personal information in accordance with our [Privacy notice | Sheffield City Council](#), the terms of which are incorporated into this Contract.

13. Limitation of liability: YOUR ATTENTION IS PARTICULARLY DRAWN TO THIS CLAUSE.

13.1 The cap on your total aggregate liability in any 12 months will be 125% of the Charge income we received from you in the preceding 12 months. This is the case except when you are placing your first order and in that situation the cap will be 125% of that order.

13.2 Nothing in the Contract limits any liability which cannot legally be limited, including liability for:

- (a) death or personal injury caused by negligence;
- (b) fraud or fraudulent misrepresentation; and
- (c) breach of the terms implied by section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession).

13.3 Subject to clause 13.2, we will not be liable to you, whether in contract, tort (including negligence), for breach of statutory duty, or otherwise, arising under or in connection with the Contract for:

- (a) loss of profits;
- (b) loss of sales or business;
- (c) loss of agreements or contracts;
- (d) loss of use or corruption of data or information
- (e) loss of or damage to goodwill; and
- (f) any indirect or consequential loss.

Subject to clause 13.2, our total liability to you arising under or in connection with the Contract, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, shall not exceed the total amount of the Charge for the relevant order paid by or on your behalf.

- 13.4 We have given commitments as to compliance of the Services with the relevant specification in clause 5.2. In view of these commitments, the terms implied by sections 3, 4 and 5 of the Supply of Goods and Services Act 1982 are, to the fullest extent permitted by law, excluded from the Contract.
- 13.5 Unless you notify us that you intend to make a claim in respect of an event within the notice period, we shall have no liability for that event. The notice period for an event shall start on the day on which you became, or ought reasonably to have become, aware of the event having occurred and shall expire six months from that date. The notice must be in writing and must identify the event and the grounds for the claim in reasonable detail.
- 13.6 This clause 13 will survive termination of the Contract.

14. Confidentiality

- 14.1 We each undertake that we will not at any time during the Contract, and for a period of five years after termination of the Contract, disclose to any person any confidential information concerning one another's business, affairs, customers, clients or suppliers, except as permitted by clause 14.2.
- 14.2 We each may disclose the other's confidential information:
- (a) to such of our respective employees, officers, representatives, subcontractors or advisers who need to know such information for the purposes of exercising our respective rights or carrying out our respective obligations under the Contract. We will each ensure that such employees, officers, representatives, subcontractors or advisers comply with this clause 14; and
 - (b) as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.
- 14.3 Each of us may only use the other's confidential information for the purpose of fulfilling our respective obligations under the Contract.

15. Termination, consequences of termination and survival

15.1 **Termination.** Without limiting any of our other rights, we may suspend the performance of the Services, or terminate the Contract with immediate effect by giving written notice to you if:

- (a) you commit a material breach of any term of the Contract and (if such a breach is remediable) fail to remedy that breach within one day of you being notified in writing to do so;
- (b) you fail to pay any amount due under the Contract on the due date for payment;
- (c) you take any step or action in connection with you entering administration, provisional liquidation or any composition or arrangement with your creditors (other than in relation to a solvent restructuring), applying to court for or obtaining a moratorium under Part A1 of the Insolvency Act 1986, being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of your assets or ceasing to carry on business or, if the step or action is taken in another jurisdiction, in connection with any analogous procedure in the relevant jurisdiction;
- (d) you suspend, threaten to suspend, cease or threaten to cease to carry on all or a substantial part of your business; or
- (e) your financial position deteriorates to such an extent that in our opinion your capability to adequately fulfil your obligations under the Contract has been placed in jeopardy.

15.2 Consequences of termination

- (a) Termination of the Contract will not affect your or our rights and remedies that have accrued as at termination.

15.3 **Survival.** Any provision of the Contract that expressly or by implication is intended to come into or continue in force on or after termination will remain in full force and effect.]

16. Events outside our control

16.1 We will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under the Contract that is caused by any act or event beyond our reasonable control (**Event Outside Our Control**).

16.2 If an Event Outside Our Control takes place that affects the performance of our obligations under the Contract:

- (a) we will contact you as soon as reasonably possible to notify you; and

- (b) our obligations under the Contract will be suspended and the time for performance of our obligations will be extended for the duration of the Event Outside Our Control. We will arrange a new date for performance of the Services with you after the Event Outside Our Control is over.

16.3 You may cancel the Contract affected by an event outside our control which has continued for more than 30 days. To cancel please contact us. If you opt to cancel, we will refund the price you have paid, less the Charges reasonably and actually incurred us by in performing the Services up to the date of the occurrence of the event outside our control.

17. Non-solicitation

You must not attempt to procure services that are competitive with the Services from any of our directors, employees or consultants, whether as an employee or on a freelance basis, during the period that we are providing the Services to you and for a period of four months following termination of the Contract.

18. Communications between us

18.1 When we refer to "in writing" in these Terms, this includes email.

18.2 Any notice or other communication given by one of us to the other under or in connection with the Contract must be in writing and be delivered personally, sent by pre-paid first-class post or other next working day delivery service, or email. Unless there are exceptional circumstances the primary mode of communication shall be via email

18.3 A notice or other communication is deemed to have been received:

- (a) if delivered personally, on signature of a delivery receipt
- (b) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second working day after posting; or
- (c) if sent by email, at 9.00 am the next working day after transmission.

18.4 In proving the service of any notice, it will be sufficient to prove, in the case of a letter, that such letter was properly addressed, stamped and placed in the post and, in the case of an email, that such email was sent to the specified email address of the addressee.

18.5 The provisions of this clause will not apply to the service of any proceedings or other documents in any legal action.

19. General

19.1 Assignment and transfer

- (a) We may assign or transfer our rights and obligations under the Contract to another entity but will always notify you by posting on this webpage if this happens.
- (b) You may only assign or transfer your rights or your obligations under the Contract to another person if we agree in writing.

- 19.2 **Variation.** Any variation of the Contract only has effect if it is in writing and signed by you and us (or our respective authorised representatives).
- 19.3 **Waiver.** If we do not insist that you perform any of your obligations under the Contract, or if we do not enforce our rights against you, or if we delay in doing so, that will not mean that we have waived our rights against you or that you do not have to comply with those obligations. If we do waive any rights, we will only do so in writing, and that will not mean that we will automatically waive any right related to any later default by you.
- 19.4 **Severance.** Each paragraph of these Terms operates separately. If any court or relevant authority decides that any of them is unlawful or unenforceable, the remaining paragraphs will remain in full force and effect.
- 19.5 **Third party rights.** The Contract is between you and us. No other person has any rights to enforce any of its terms.
- 19.6 **Governing law and jurisdiction.** The Contract is governed by English law and we each irrevocably agree to submit all disputes arising out of or in connection with the Contract to the exclusive jurisdiction of the English courts.

Schedule 1

Services

Services is available to all categories of schools including academies (and other educational establishments) in the city of Sheffield

Service consists of

1. Receiving details of advertisements presented in the Order Form with information requested in the Order Form.
2. Proofreading the advertisement for administrative errors and compliance with the requirements and standards set out in the Contract.
3. Issue you with Order Confirmation once we are satisfied that the order can be accepted, and the issue of the Order Confirmation will be within the agreed timescales.
4. Include on the Site your supporting documents that are in the appropriate format; these documents may include job description and job information pack.
5. Arrange for advertisement to be uploaded on the Site within the agreed timescales and in compliance with the law and council's policies and procedures.
6. Publish the advertisement
7. Allow the advertisement to remain on the Site for no more than 28 calendar days from the date the advertisement is first published on the Site.
8. Further details of Services are included in the Order Form

Schedule 1 a

Order Form

Order Form

Complete job vacancy information shall be in writing from the Customer and contain the following minimum information on the correct approved Customer Job Advert Request Form/ Order Form

Online Terms and Conditions Schools Recruitment Advertising

Order Form

Order Form

Complete job vacancy information shall be in writing from the Customer and contain the following minimum information on the correct approved Customer Job Advert Request Form/ Order Form

	Details requested	Details Supplied
1	About the Job Job title for the job vacancy Position type Job location name and address DFE number Number of vacancies	Select the category of job – that is Teaching, School leadership or Support, Education where the successful candidate will be required to work. For schools and academies to complete
2	About the advert Advert start date Advert closing date Advert details	
3	About the contract contract type Temporary end date Employment type Hours per week Weeks per year Sponsorship of visas	Is the job permanent, temporary or casual? When does the temporary contract end? Full time or part time Do you provide a certificate of sponsorship for people with visas?
4	About the salary Pay grade Entry payscale Top pay scale Actual part time entry rate	Provide the grade of the job, where relevant State the entry pay scale in £ for the role State the top pay scale in £ for the role For part time positions, state the actual part time entry salary
5	About the Contact	

	<p>Contact's name, telephone number and email address</p> <p>Optional org website for further info</p> <p>Organisation privacy notice URL (mandatory)</p>	<p>Contact for job applicants to get further information</p> <p>Where applicants can find more information about your organisation and the job vacancy.</p> <p>Where applicants can read the organisation's privacy notice</p>
6	<p>About the application Supply supporting document one Supply supporting document two Supply supporting document three If Sheffield City Council Maintained School, please tick if you wish the Council Application Form to be uploaded.</p>	<p>These documents can be a job description, job information pack or non SCC job application form</p> <p>The Council has the latest version of the SCC Job Application Forms and if you are a Sheffield Maintained School, we can upload these with your advert.</p>
7	<p>About the Payment Purchase order number Optional image attachment</p> <p>Organisation name for invoicing Organisation address Organisation email</p>	<p>Provide your purchase order . Should you wish request a number of adverts with us, you can use a 'call-off' purchase order number. The official name and address of your organisation for payment purposes</p>
8	<p>About You (the requestor) Your name Your organisation name Your address details</p>	<p>This is the person to contact for any queries about your job advert request</p>

Schedule 2

Sheffield City Council's Job Advertising Policy

(include link and a copy of the policy)

We and us. Sheffield City Council, local authority in Sheffield with registered office at Town Hall Pinstone Street Sheffield S1 2HH. We operate the website www.sheffield.gov.uk

Recruiters. The organisations who are requesting to place a job advert with us.

1. Recruiters are responsible for all job recruitment advertising content uploaded to the Council's job vacancies site. The Council is not to be considered an employer with respect to your job advert on our site. The Council shall not be responsible for any employment decisions, for whatever reason, made by a Recruiter related to their job advert on our site.
2. Any information supplied in connection with the advert is accurate, complete, true and not misleading.
3. The Adverts are legal, honest and truthful, are not contrary to the provisions of any applicable law, regulation or code of practice (including the UK Code of Non-broadcast Advertising, Sales Promotion and Direct Marketing (the "CAP Code") and all other codes under the general supervision of the Advertising Standards Authority and/or the Office of Fair Trading), are not libellous or obscene and do not infringe the rights of any person (including any person's intellectual property rights).
4. The Recruiter guarantees to the Council that any landing page and/or destination site linked to from the Advertisements ("Recruiter's Site") will (i) be legal, honest and truthful, (ii) not be contrary to the provisions of any applicable law, regulation or code of practice (including the CAP Code), (iii) not be libellous or obscene, (iv) not infringe the rights of any person (including any person's intellectual property rights); (v) not be prejudicial to the image or reputation of the Council or the Website; (vi) be free from viruses, adware and malware; (vii) not cause an adverse effect on the operation of the Website, and (viii) have a conspicuous privacy policy which complies with all applicable data protection and privacy laws, regulations and codes of practice.
5. The Council will only use any Recruiter data solely in relation to the Recruiter's particular advertising campaign. All such Recruiter data collected by the Council will be treated as the confidential information of the Recruiter and will not be disclosed by the Council to any third party without the consent of the Recruiter. In no event will any Recruiter data be combined with information collected from other sources, except where the Recruiter has agreed otherwise.

6. As with all advertising mediums, we do not guarantee response rates to adverts placed on the site. Response rates can vary from week to week and may also be affected by the quality of your job copy.
7. A job advert is for a job vacancy that will be published on the Council's recruitment website. Job advert appears on the site for a period of 28 days on posting.
8. Each job advert may include one job description, one job information pack, a Sheffield City Council Application Form for Sheffield Maintained Schools only, job title, start and closing date of advert, a location, job grade, salary pay-scales and advert details.
9. The Recruiter agrees that all adverts on the Council site will relate to specific live job positions.
10. In respect of adverts on the Website, the Council does not guarantee continuous, uninterrupted access by users of the Website but will use reasonable efforts to provide this. Users will be advised of short periods of planned maintenance when they cannot access the site. In addition, The Council will not be responsible for any failure or delay affecting the transmission of the Website and any adverts contained in them, in any manner where such failure or delay results from any act, omission, interruption, fault or other condition beyond the reasonable control of the Council.
11. The Council shall not be responsible, under any circumstances, for any loss of profit, loss of opportunity, loss of goodwill, loss of anticipated saving, loss of revenue and/or any other loss which happens as a side effect of the main loss suffered by the Recruiter or any loss which could not be contemplated by the Council and the Recruiter, and the Council's maximum total liability for any loss or damage arising out of or in relation to any Advertisement whether in contract, tort or otherwise shall not exceed the total amount of the charges for the relevant Advertisement actually paid by or on behalf of the Recruiter.

Schedule 3

Prohibited Job Advertisements

Each Job Advert must not contain:

- (a) any hyperlinks, other than those specifically authorized by the Council
- (b) misleading, unreadable, or 'hidden' keywords, repeated keywords or keywords that are irrelevant to the job opportunity being presented.
- (c) more than one job title or job description, more than one location, or more than one job category.
- (d) inaccurate, false, or misleading information
- (e) material or links to material that exploits people in a sexual, violent or other manner, or solicits personal information from anyone under 18.

You must not use your jobs advert to:

- (a) Advertise jobs in a manner that does not comply with applicable national and international laws, including but not limited to laws relating to labour and employment, equal employment opportunity and employment eligibility requirements, data privacy, data access and use, and intellectual property.
- (b) Advertise jobs that require citizenship of any particular country or lawful permanent residence in a country as a condition of employment, unless permitted by law including and for avoidance of doubt, the Equality Act 2010 and any related guidance or code of practice
- (c) Advertise jobs that include any screening requirement or criterion in connection with a job advert where such requirement or criterion is not an actual and legal requirement for the advertised job.
- (d) sell, promote or advertise products or services other than those directly related to job vacancies.
- (e) promote any opportunity that does not represent bona fide employment.
- (f) endorse a particular political party, political agenda, political position or issue.
- (g) promote a particular religion.
- (h) except where allowed by applicable law, advertise jobs which require the applicant to provide information relating to his/her (i) racial or ethnic origin (ii) political beliefs (iii) philosophical or religious beliefs (iv) membership of a trade union (v) physical or mental health, (vi) sexual life (vii) the commission of criminal offences or proceedings or (viii) age.

The Council reserves the right to refuse to place any job adverts or content on our site, which in the reasonable exercise of the Council's discretion, does not comply with the above terms, or if any advert content that the Council believes is not in the best interest of the Council.

If at any time during your use of the site, you made a misrepresentation of fact to the Council or otherwise misled the Council in regard to the nature of your business activities, the Council will have grounds to terminate your use of the site.

Schedule 4

Sheffield City Council's Pricing Schedule

Charges for services

We publish advertisement on our recruitment web page (regardless of size of the adver) for a charge of £85 plus VAT

For any failed or cancelled payments, a £20 administration charge will be levied.