

This is a cut of the Find a Job Service Terms and Conditions to support applicants to the Youth Jobs Grant while the Find a Jobs Service is being rolled out.

Youth Jobs Grant Vacancies are required to meet the below requirements, in particular Section 19 and 20 on the type of roles.

Find a Job Service Terms and conditions.

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1. By using our Service, you accept these terms

Please read these terms of use and corresponding documents carefully. By using this Service, you confirm that you accept these terms and conditions and agree to comply with them.

If you do not agree to these terms and conditions, you must not use the Service.

2. What's in these terms?

These terms set out the legal obligations for using the Find a Job Service as an employer.

The purpose of the Service is to provide a platform for employers to advertise job vacancies, manage job applications, and allows employers to apply for and manage participation in government schemes, including the Disability Confident scheme. The Service does not introduce or supply jobseekers to employers, and DWP is not involved

3. Who we are and how to contact us

3.1 The Find a Job Service helps employers advertise job vacancies so jobseekers can search for and apply for them online.

The Department for Work and Pensions (DWP) is responsible for managing and maintaining the Service.

3.2 Getting help with the Service

The employer support team can help with using the service, including posting or managing job adverts. You can contact them through your dashboard after signing in.

3.3 Contacting DWP about these terms

If you need to contact DWP about these terms and conditions, you can write to:

Department for Work and Pensions
Caxton House, Tothill Street,
London, SW1H 9NA

4. Definitions

'Find a Job Service' means the online Service provided by DWP available at <https://jobs-careers.dwp.gov.uk/employers> which allows employers to advertise job vacancies, manage job applications and apply for or manage participation in government schemes, including the Disability Confident scheme.

'Employer' means a person, business, company or organisation that uses the Find a Job Service to advertise job vacancies or manage recruitment activity, whether recruiting directly or through an employment agency acting on their behalf.

Employers may advertise employed or self-employed opportunities, provided those vacancies comply with these terms and all applicable laws.

'Jobseeker' means a member of the public who uses the Find a Job Service to search for employment opportunities, whether receiving benefits or not.

'User' means an Employer or Jobseeker who uses the Find a Job Service.

'Content' means any information, data, text, images, messages or other material submitted to, or otherwise posted or displayed on the Find a Job Service by a User.

5. Your Data

When you register as an Employer on the Find a Job Service, the information you provide may be used:

- to verify your identity and organisation;
- to enable you to advertise vacancies;
- so, jobseekers can contact you about job opportunities;
- for your employer account administration;
- for service monitoring; and
- for research and analysis relating to UK employment trends.

Where you apply for or participate in the Disability Confident scheme through the Find a Job Service:

- your organisation's name;
- town;
- postcode;
- sector;
- UK region or area; and
- Disability Confident status.

may be published on Gov.UK as part of the Disability Confident employer directory.

By applying for or accepting Disability Confident status, you acknowledge that this information may be made publicly available.

Employers participating in the Disability Confident scheme may also be contacted by Jobcentre Plus or DWP providers to support efforts to attract, recruit and retain disabled people.

Personal information is processed in accordance with the [Find a Job Service employer privacy policy](#).

6. We may make changes to this service

We may update or change this Service at any time.

This may include changes to features, content or how the Service works.

Where possible, we will give reasonable notice of any significant changes.

7. We may suspend, withdraw or restrict access to this Service

7.1 This Service is made available free of charge.

7.2 We may suspend, withdraw or restrict access to all or part of this Service at any time. We do not guarantee that the Service, or any content on it, will always be available or uninterrupted.

7.3 You are responsible for ensuring that anyone who accesses this Service through your internet connection is aware of the terms and conditions and complies with them.

8. Location of jobs advertised

8.1 The Find a Job Service may be used by Employers to advertise job vacancies located in the United Kingdom, and the Crown dependencies of the Isle of Man and the Bailiwicks of Guernsey and Jersey.

Participation in the Disability Confident scheme is not restricted by the location of job vacancies and may include Employers based in Northern Ireland.

8.2 Employers must ensure that job adverts placed on the Find a Job Service relate to vacancies located within the permitted locations listed in section 8.1.

DWP may remove or refuse to publish job adverts that fall outside the permitted locations.

9. How you may use material on the Find a Job Service

9.1 Content made available on the Find a Job Service is provided for the purposes identified in paragraph 2 of these terms and conditions.

You must not use any material from the Find a Job Service for any other purpose without obtaining permission from DWP or the relevant rights holder.

9.2 If you print, copy download or otherwise use material from the Find a Job Service in breach of these terms, your right to use the service will cease immediately and the DWP may require you to return or destroy any copies of the material.

9.3 You must not post, upload, distribute, store or destroy information on the Find a Job Service that:

- breaches these terms
- breaches the employer privacy policy
- infringes the rights of any third party
- or breaches the laws of England and Wales, Scotland or Northern Ireland

We allow reasonable use of computer tools to copy or scrape information. If you make use of the data in any way, you must attribute it to DWP.

9.4 When you receive personal data from a jobseeker through this Service, e.g. a CV or application details, you are responsible for handling that personal data in accordance with GDPR.

DWP is not responsible for how you use or store that information once it has been provided to you.

10. How we monitor User Content

10.1 The views expressed by other Users on this Service do not represent the views of DWP. We do not guarantee the accuracy or reliability of User Content.

10.2 We verify employers who use this Service. We also use manual and automated processes to monitor User Content and to help ensure that it complies with the terms set out in Section 18 of these Terms.

10.3 If you rely on any of the information posted by other people using this Site, you do so at your risk.

10.4 We are not responsible for:

- your inability to access the Service, including where it is unavailable due to maintenance or technical issues
- any loss or damage arising from your use of the Service
- the accuracy of job descriptions or other User Content

10.5 In particular, we will not be liable for:

- loss of profits, sales, business, or revenue
- business interruption
- loss of anticipated savings
- loss of business opportunity, goodwill or reputation
- any indirect or consequential loss or damage, including for death and personal injury

10.6 DWP does not claim rights or ownership of any User Content.

The person or organisation uploading User Content retains ownership of their intellectual property and is responsible for protecting those rights.

11. Uploading content to the Find a Job Service

11.1 When you use any feature that allows you to upload User Content to the Find a Job Service, or to contact other users on the Service, you must comply with the Content Standards Policy.

11.2 You warrant that any such contribution does comply with those standards, and you will be liable to us and indemnify us for any breach of that warranty. This means you will be responsible for any loss or damage we suffer because of your breach of warranty.

11.3 DWP may remove, refuse to publish, suspend or alter any User Content that does not comply with the Content Standards Policy or these terms.

11.4 You are solely responsible for securing and retaining copies of any User Content you submit to the Find a Job Service.

12. Using your feedback to improve the Find a Job Service

DWP may contact Employers and other Users to ask for their feedback about the Find a Job Service.

This may include inviting you to:

- attend user interviews or discussions
- test new features
- share your experience of using the service

Taking part is voluntary.

Your participation, or decision not to participate, will not affect your ability to use the Find a Job Service.

Where personal data is collected for feedback or service improvement, it will be processed in accordance with the Employer Privacy Policy.

DWP may use feedback to improve and develop the Find a Job Service.

13. We are not responsible for viruses, and you must not introduce them

13.1 We do not guarantee that this Service will be secure or free from bugs or viruses.

13.2 You are responsible for ensuring that your devices, software and internet connection are configured securely to access this Service.

13.3 You must not misuse this Service by knowingly introducing viruses, malware or other harmful material.

13.4 You must not attempt to gain unauthorised access to this Service, its servers or any connected systems.

We may report any suspected misuse or security breach to the relevant authorities and suspend or restrict access to this Service if you breach this section.

14. We are not responsible for websites we link to

14.1 This Service may contain links to websites operated by third parties.

14.2 These links are provided for your information only. They do not imply approval or endorsement by DWP.

14.3 We have no control over the content of those websites and are not responsible for them.

15. Rules about linking to our Service

15.1 You may link to this Service, provided you do so in a way that is fair, and lawful and does not damage the reputation of DWP.

15.2 You must not establish a link in a way that suggests any form of association, approval or endorsement by DWP where none exists.

15.3 You may share links to job adverts or pages on this Service on websites or social media platforms, including platforms you do not own or control, provided that both the link and the website or platform comply with these terms and our Content Standards Policy.

15.4 You must not share links in a way that includes unlawful, misleading, or inappropriate content, or content that breaches our Content Standards Policy set out in Section 18 of these Terms.

15.5 You must not frame this Service or present it in a way that alters its appearance or content.

15.6 We may withdraw linking permission at any time if links are used in a way that breaches these terms or our Content Standards Policy.

16. Other Policies

The Terms and Conditions for Employers should be read alongside the Acceptable Use Policy, the Privacy Policy, the Cookie Policy and the Content Standards Policy set out in section 18 of these Terms, which relate to the Find a Job Service.

17. Which country's laws apply to any disputes?

These terms and conditions, their subject matter and their formation, are governed by English law. Parties to this agreement agree that the courts of England and Wales will have exclusive jurisdiction.

18. Content Standards Policy

DWP will decide whether User Content posted on this Service breaches its standards.

Employers must ensure that all job adverts and other User Content they post on this Service comply with these standards.

User Content, including job adverts posted on this Service must:

- be accurate and clearly describe a genuine job or work opportunity
- use a job title that reflects the role being offered and is not misleading or overly generic

- clearly state where a vacancy offers a zero-hours contract
- not mislead jobseekers about pay, benefits or employment terms
- ensure apprenticeship vacancies include the word 'Apprenticeship' in the job title and clearly state the qualification being worked towards, the duration and the name of the employer
- only request right to work documentation necessary to verify a Jobseeker's right to work in the UK, in line with the [Home Office right to work guidance \(opens in new tab\)](#). This does not include requesting a driving licence or bank account details at application stage
- be available to jobseekers on an open and fair basis

19. User Content that must not be posted on this Service

User Content posted on this Service must not:

- be defamatory of any person
- be obscene, offensive, hateful or inflammatory
- promote sexually explicit material
- promote violence
- promote discrimination based on protected characteristics, including race, sex, religion, nationality, disability, sexual orientation or age
- infringe any copyright, database right, trademark or other intellectual property right
- deceive or mislead any person
- breach any legal duty owed to a third party, including contractual or confidentiality obligations
- promote illegal activity
- be in contempt of court
- threaten, harass, abuse or invade another person's privacy, or cause annoyance, inconvenience or needless anxiety
- impersonate any person, organisation or misrepresent identity or affiliation
- falsely suggest endorsement by DWP or any government body
- encourage or assist unlawful or criminal act
- include advertising or external links unrelated to the purpose of the vacancy
- remain published once a job is no longer available

20. Job adverts we do not accept

In addition to the rules in section 19, we do not accept job adverts on this Service that:

20.1 Contain limited, hidden or password-only access pages or images.

20.2 Are not written in English or Welsh.

20.3 Advertise pay that is below the National Minimum Wage or National Living Wage in force at the time the advert is published.

Where different rates apply depending on age or status, the advertised rate must not be lower than the higher statutory minimum rate that could apply to the successful applicant.

You must not advertise a lower apprenticeship rate unless the role genuinely qualifies for that rate under current legislation.

20.4 Duplicate an existing active job advert.

A duplicate job advert pay is one that has the same role, job title, job description, hours and location, as an advert that is already active on this Service and in the same language.

20.5 Do not clearly state in the job description any application fees or ongoing costs that may be incurred.

20.6 Are advertised solely to build a database of candidates where no genuine vacancy exists.

20.7 Relate to sexual services or roles of a sexual nature. Job adverts within the adult entertainment industry are only permitted where the role is limited to ancillary functions, such as selling, manufacturing or distributing adult entertainment products, or supporting roles such as bar staff or cleaners. Where permitted, the advert must clearly state that applicants must be aged 18 or over.

20.8 Advertise commission-only roles without clearly explaining the pay structure.

When a role is commission-based and does not include a guaranteed basic salary, the advert must:

- clearly explain how pay is calculated
- demonstrate that earnings equivalent to at least the National Minimum Wage or National Living Wage can reasonably be achieved
- clearly state any costs or deductions the worker may be required to pay
- comply with applicable HMRC and employment law requirements

20.9 Advertise self-employed, commission-only or piecework roles without clearly describing the working arrangement.

Where a role is genuinely self-employed or paid by results, the advert must:

- clearly state that the role is self-employed
- explain the nature of the work and how payment is calculated
- clearly state any required fees, equipment costs, agency charges or other expenses
- clearly explain responsibility for National Insurance contributions
- demonstrate that income equivalent to at least the National Minimum Wage or National Living Wage can reasonably be achieved, where applicable
- comply with applicable HMRC and employment law requirements

20.10 Are fundraising opportunities without the express permission of the charity involved.

20.11 Are intended to provide cover for workers involved in an official trade union dispute.

20.12 Offer allowances or expenses only for roles such as voluntary, community or fostering opportunities. They can however be advertised as local opportunities through Jobcentre Plus.

20.13 Involve a trial or probationary period without pay.

20.14 Require citizenship of any particular country or lawful permanent residence in a country as a condition of employment, unless otherwise required to comply with law, regulations, or a government contract.

20.15 Include screening criteria that are not lawful or genuinely required for the role.

20.16 Include premium-rate or income-generating telephone numbers, including 070 and 09 numbers, or request that jobseekers use personal auction or marketplace accounts.

21. We may make changes to the terms of this Content Standards Policy

We can update our Content Standard Policy at any time.

These terms and conditions were last updated on 11th May 2026.