

## Solent Graduate Business Programme - Employer Agreement

Details provided on this form will be used to match graduates to your opportunity.  
Please read the Employer Guidelines document before completing this form.  
If you have any queries please contact us on 02382 013734

<b>Name of organisation:</b> <b>Location of opportunity:</b> <b>Duration:</b> <b>Salary:</b> <i>(Note: This must be a minimum of £1,420 per month = 17,039)</i> <b>Start date:</b>				
<b>Line manager name:</b> <b>Job title:</b> <b>Contact telephone number:</b> <b>Email address:</b>				
<b>Description of your business:</b>  <i>Please briefly outline, in a couple of sentences the nature of your business for use in promoting this opportunity to potential candidates.</i>  <i>E.g. As an associate with us you will get real experience as part of a design team, working on live projects. We are a small company and you will therefore have exposure to all aspects of running a design business. There will be concrete examples of work to add to your CV.</i>				
<b>Size of company:</b>	1 - 10	11 - 50	51 - 250	500+
<b>How did you hear about our Business Scheme?</b>				

### 1. Associate Role Information

Please outline the Graduate role:

<b>Job title:</b>  <i>Should reflect the 'graduate nature' of the work and encourage them to apply.</i> <i>E.g. Graduate Design Assistant, Graduate Marketing Trainee, Graduate Software Developer</i>
<b>Principal duties and responsibilities:</b>  <i>The first sentence of the job advert should engage the graduate and sum up the nature of the work involved.</i> <i>E.g. The principal requirement of this role is to generate new clients and develop business from existing clients.</i>

<p><b>How will the Graduate assist in the long term development strategy of your organisation?</b></p>
<p><b>What training or induction activities will you provide?</b></p> <p><i>E.g. You will receive a full induction with regular feedback, support and training to help you develop your skills.</i></p>
<p><b>What are the benefits of working with in your organisation?</b></p> <p><i>Ethical company - we have values that make a difference</i>  <i>Rapidly expanding forward thinking innovative company looking for new ideas</i>  <i>Times top 100 company</i>  <i>Cycle to work scheme</i>  <i>Free tea and coffee</i></p>

**2. Person Specification**

The information provided here will be used by Southampton Solent University (SSU) to compile a short-list of candidates based on your criteria.  
 E.g. Strong data analysis skills, communication (both verbal and written) skills, time management, knowledge of particular software packages etc.

<p><b>Are there any specific requirements in order to apply for this role?</b></p> <p><i>E.g. You must be able to speak multiple languages</i>  <i>E.g. You must have previous work experience in this field of work etc.</i></p> <p><b>Essential skills:</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Desirable skills:</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Would you like the candidate to apply with a CV, Covering Letter or Application Form?</b>        (Please attach an application form if this is what you require)</p>
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**3. Funding**

SSU Salary Contribution Funding (Completed by SSU): It will be transferred in week 9 of the internship.	£1,440
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**4. Salary**

<p>The average graduate salary for this region is between £17,039 per annum.</p> <p>I / We agree that the salary will be a minimum of £1,420 per month (gross)</p> <p>Signed ..... Date .....</p>
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**Graduate Associate Scheme Terms and Conditions**

Employability & Enterprise c/o RM 031  
 Southampton Solent University  
 East Park Terrace  
 Southampton SO14 0RU

T: 023 8201 3734  
 F: 023 8201 9904

E: [businesscommunity.graduate@solent.ac.uk](mailto:businesscommunity.graduate@solent.ac.uk)  
 W: [www.graduatejobssouth.co.uk](http://www.graduatejobssouth.co.uk)

1. We agree that, if we recruit a graduate as a result of this scheme, that we will offer them a contract of employment to agreed dates of commencement and last for the duration of the internship and will take all responsibility for the graduate's statutory and common law employment law rights. We agree to pay the graduate at least £1,440 per month. We acknowledge that at no stage will SSU be the employer of the graduate.
2. We agree to indemnify SSU for any costs, damage or other liabilities in respect of any claim by a graduate arising out of our agreement to recruit a graduate as a result of this scheme.
3. We have a registered office or work area, separate from any residential address, from which a graduate is able to work.
4. We will give an update on how the internship is going to the Business Engagement Team and complete the feedback questionnaire at the end of the internship.
5. We agree that SSU in accordance with the Data Protection Act, may process the information given on this form for the purposes of the internship selection process and subsequent appointment and training processes. I also consent to the storage of this information on manual and computerised files.
6. We have appropriate measures in place to protect any personal data of the graduate in respect of which we are deemed to be 'data processors' or 'data controllers' for the purposes of the Data Protection Act.
7. We understand that SSU, make no warranty whatsoever in respect of the qualifications of the graduate or his/her entitlement to work in the United Kingdom. We confirm that we will undertake any such checks prior to employing the graduate as may be necessary. We shall not hold SSU, liable for any damage or liability incurred by our business, howsoever caused, arising out of our employment of the graduate.
8. We operate and maintain a health and safety at work policy and comply with all relevant health and safety legislation. We confirm that our premises have been fully risk assessed in respect of the graduate's employment, that any risks arising will be appropriately managed and that we have not been subject to any enforcement proceedings in the last 12 months in respect of health and safety legislation.
9. We operate and maintain an equal opportunities policy and comply with all relevant equality legislation. We confirm that we will make any reasonable adjustments necessary to accommodate any disability that the graduate may have and that we have not had any award made against us in an employment tribunal in the last 12 months in respect of equality legislation.

Signed .....

Date .....

Please return the completed form including a scanned version with your signature to:  
[businesscommunity.graduate@solent.ac.uk](mailto:businesscommunity.graduate@solent.ac.uk)