

MYCAREER CENTRE JOB POSTING TERMS & CONDITIONS

Lambton College is a member of the Canadian Association of Career Educators and Employers (CACEE), and adheres to the [Guidelines for Ethical Recruitment at Post-Secondary Educational Institutions](#) and expects our employer partners to do so as well.

User Terms & Conditions

Lambton College does not pre-screen employers or endorse their products or services. Applicants for any job postings advertised on the myCareer online job posting system are responsible for ascertaining and verifying terms and conditions of employment. This would include the nature of the work, the hours and duration of employment, the amount and type of remuneration (e.g. salary, hourly rate of pay, commission), schedule of payment, and any costs associated with the employment (e.g. purchase of products, equipment, travel expenses, etc.)

Employer Terms & Conditions

Employers utilizing the Lambton College myCareer online job posting system must abide by the following Terms and Conditions. The myCareer Centre reserves the right to refuse any person or organization use of its services. By using this job posting system, you are indicating your acceptance to be bound by these Terms and Conditions. The myCareer Centre may revise these Terms and Conditions at any time by updating this document.

Lambton College's myCareer Centre requires employers who use its services to adhere to the [Employment Standards Act](#), [The Ontario Human Rights Code](#), and [Occupational Health & Safety Act](#) in their recruitment and employment practices.

Job Postings & Employment Opportunities

Employers must provide all information requested in the posting form in particular the items listed below. Failure to do so may result in the job posting not being approved:

1. Name of organization with full mailing address and phone number
2. Full name of contact person with phone number and email address
3. An adequate description of the nature of the position being offered and the type of job (e.g., full time permanent, contract, volunteer, etc.)

Recruitment Agencies and Third Party recruiters may be required to provide the name of the organization for which they are recruiting. This information will be kept confidential, and will *not* be disclosed in the job posting.

Lambton College Career Services will not accept the following types of employment:

1. Are in violation of provincial and / or federal laws.
(www.labour.gov.on.ca/english/es/)
2. Work that is pyramid-type or multi-level marketing (MLM) in nature, or work for organizations that are pyramid-type or multi-level marketing (MLM) in structure
3. Work which requires the purchase of a service/product, requires a monetary deposit or similar, as a condition of employment
4. Work involving unpaid or reduced pay for training (with the exception of volunteer organizations, NPO's and registered charities)
5. Work involving credit in lieu of pay
6. Employment contracts or franchise contracts which charge a fee (i.e.: certification fee, licensing fee, equipment purchase, initial investment in a company)
7. Require recruitment of other members, sub-distributors or sub-agents;
8. Are for the recruitment of replacement workers during a labour dispute
9. Are from organizations where there are currently no available openings.
10. Personal service such as child care, homecare for the elderly or disabled, wedding photography, household maintenance, landscaping or interior design.
We recommend that you contact the appropriate local business or agency to meet your needs in these areas.

Disclaimer of Consequential Damages

Lambton College is not an employer or agent of an employer or candidate for employment with respect to any individual or entity using this portal. Lambton College is not responsible for any employment decisions made by any individual or entity posting jobs on the myCareer job posting system.

Lambton College does not warrant that the myCareer job posting system will operate error-free or that the system and its server are free of computer viruses or other harmful mechanisms. If your use of the system or the material results in the need for servicing or replacing equipment or data, Lambton College is not responsible for those costs.

Termination

The myCareer Centre reserves the right, at its sole discretion, including but not limited to deletion of your postings from this system and immediate termination of your registration with or ability to access the system and/or upon any breach by you of these Terms and Conditions or if myCareer Centre is unable to verify or authenticate any information you submit to the system registration with or ability to access the system.

Updated September 11, 2014