

Employer Terms of Service

Purpose

Our goal is to work together to provide meaningful opportunities for students to learn and expand on their academic knowledge while gaining employment experience. The Employer Terms of Service outlines all the important and required items needed for employers. Following the guidelines in this document enables our employers to:

- Recruit students and alumni for positions approved as co-op, part-time, and career opportunities.
- Utilize the myCareer system to promote fair and equitable employment and experiential learning opportunities.
- Provide positive and suitable working conditions, supervision, training, and evaluation.
- Operate within Lambton College's ethical recruitment guidelines.

Employer Terms & Conditions

The Co-op and Career Services department only accepts job postings from employers that are registered with the Canada Revenue Agency (CRA). By using our myCareer portal you agree that any information you submit is true, accurate, and current. Lambton College staff and its partners may contact you to confirm your information and request additional documents. Lambton College may send you emails to inform you of any changes that may affect your use of its services. We reserve 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 Co-op & Career Services department may revise these Terms and Conditions at any time by updating this document.

Lambton College's Co-op & Career Services department requires employers who use its services to adhere to the following, in their recruitment and employment practices:

- [Employment Standards Act](#)
- [The Ontario Human Rights Code](#)
- [Occupational Health & Safety Act](#)

Employer Responsibility for Co-op Hiring:

- Ensure job postings are an accurate reflection of the hours, pay rate and tasks students will perform.
- Direct the student in an employee-employer relationship.
- Provide performance feedback to the Work Term Students and meet with the students for the 3 required Work Term Report meetings.
- Honour the contracted dates and hours of the work term, pay agreed upon wages and ensure that the student has appropriate insurance.
- Willingly participate in an on site/virtual work term visit with a representative from Lambton College to discuss the students' progress/provide feedback (note: this is not always scheduled and may or may not happen depending on staff availability and location of company)

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, work location 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.)
4. Compensation, hours of work, and location of work.
5. Recruitment agencies and third-party recruiters will be required to provide the name of the organization for which they are recruiting. This information will not be disclosed in the job posting.

The Co-op & Career Services department will not accept the following types of employment:

1. Are in violation of provincial and/or federal laws – see the [Employment Standards Act](#)
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. Where fees are charged to jobseekers or applicants
4. Unpaid opportunities will be assessed on a case-by-case basis. Unpaid opportunities that generate revenue for the hosting company (direct sales), unpaid remote opportunities, unpaid co-op where similar roles are paid will not be approved.
5. Employment contracts or franchise contracts which charge a fee (i.e.: certification fee, licensing fee, equipment purchase, initial investment in a company);
6. Require recruitment of other members, sub-distributors, or sub-agents.
7. Are for the recruitment of replacement workers during a labour dispute.
8. Are from organizations where there are currently no available openings due to lay-offs or restructuring; or
9. Any business that is not registered with the CRA.
10. All positions will only be considered on a case-by-case basis. Students should not be expected to experience a financial loss during their co-op term. Lambton College reserves the right to decline any position, specifically unpaid and commission-based opportunities, at our discretion.
11. Postings that contain content that Lambton College considers to be inappropriate.

Suspension of Services

The Co-op & Career Services department reserves the right to immediately suspend services and access to your account for any of the following, including but not limited to:

1. Breach of any of the terms of service
2. Where information provided is not true, accurate, and current.
3. For any reason that Lambton College reasonably considers could affect the safety of students, alumni, staff, and the integrity of Lambton College.
4. There are founded complaints from students and/or College personnel regarding unethical recruitment and/or employment practices.

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.

Lambton College does not warrant that the online 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. By using our job portal, you agree to do so at your own risk. Lambton College is not responsible for any damages resulting from the use of its services.