



How to Apply

LSE Fellow/Assistant Professor/Associate Professor/Research/ Professorial Appointments

Thank you for your interest in this post. You will find the following documents available to download from the vacancy summary:

- Advert
- Job Description
- Person Specification

Applications must take the form of a full Curriculum Vitae (CV) or Resume and a covering letter.

Your covering letter should consist of a summary of your past, current and future research projects. Please give prospective publication dates of work currently in preparation, where appropriate.

After completing your personal details online, you will be prompted to attach your CV and then your covering letter.

Some posts in the School require you to attach further supporting documents in addition to your CV and covering letter. However, this particular post does not require you to attach any further supporting documents as part of your application. Therefore, please **do not** attach any documents to the Supporting Documents page of the online application form and just click 'save and proceed' to move to the next page.

Please ensure you have checked your application as no corrections will be accepted after submission.

You should apply for this post using the online application form on our website. In exceptional circumstances, we may accept applications via an alternative method. If you are unable to use the online system to apply for a post, for example, you have a disability, please contact the HR Services Team to discuss alternative methods of applying for a vacancy.

Regrettably, we cannot accept any applications received after the date specified in the advert

The selection process for this post may include a formal presentation as well as a final interview. We will let you know as soon as possible after the closing date whether you have been shortlisted for interview.

We hope that you will find it easy to apply for this vacancy and we look forward to receiving your application. However, if you do have any queries about submitting your application, please do not hesitate to contact the HR Services Team by email to hr.jobs@lse.ac.uk or by calling 020 7955 6659.

Thank you for your interest in the School.

Please see below for important notes to help you with the application process.



Notes for applicants

LSE Fellow/Assistant Professor/Associate Professor/Research/ Professorial Appointments

Curriculum vitae (CV)

Your CV and letter of application will be forwarded to the selection committee. Your CV should include the following information:

- title
- surname and forenames
- address for correspondence
- telephone number/fax number/email address
- qualifications (name of awarding institutions, level of qualifications)
- languages other than English – please indicate fluency in speaking, reading, writing
- honours and prizes
- present and previous appointments
- professional activities
- existing publications (please give full bibliographical data)
- work accepted or in press (please give prospective publication dates)

Please **do not** provide details of your nationality, ethnicity, or age on your CV and/or covering letter. You will be asked to provide this data separately on the Personal Details section of the online system.

Covering letter

This should include a description of the nature and purposes of current and future research projects. Please give prospective publication dates of work currently in preparation.

Supporting documents

It is not necessary to send samples of your written work at the application stage unless this is otherwise requested in the 'How to Apply' document attached to the vacancy summary. If you are invited to attend an interview in relation to your application, you will be asked to submit samples of your written work at that stage.

Personal details

Your personal details will remain confidential and will be used by the Human Resources Division. This data will be used for HR information and monitoring purposes only and will not be made available to the selection committee when shortlisting. It is important that it is completed as it enables us to monitor the impact of our equality policies.

Some of the information you supply will be held on computer. The system is registered in accordance with the requirements of the Data Protection Act 1998 and will be used for the sole purpose of personnel management.

Referees

The referees you name should be individuals in responsible positions with knowledge of you and your work whom the School can approach freely for opinions. It is essential that you name high quality referees with expert knowledge of your field.



Submitting your application online

In submitting an online application, please bear in mind that:

- you are required to confirm that all the information you have provided is accurate
- the School may wish to check any of the details you have provided
- if successful, you will be required to provide evidence that you hold all essential qualifications as stated in the person specification before the appointment starts
- providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where the discovery is made after an appointment, in summary dismissal.

Closing date

We accept applications until 23:59 (UK time) on the closing date of the post as published on the advertisement. Regrettably, we are unable to accept any applications received after this date and time.

Acknowledgement and notification of results

Once you have submitted your application via the online system, you will receive an automatic email confirming that your application has been received.

You will then be able to log onto the system, using your username and password to check the progress of your application.

Application circulation

Please be aware that your CV and covering letter will be lodged in the academic departmental office for consultation with departmental academic staff who may not be members of the selection committee but whose specific guidance and advice might be useful. In addition, if you are invited to give a presentation, your CV and covering letter will be available to all members of staff attending the presentation. However it will not be made available to anyone else.

Amendments to and Withdrawal of Applications

If you "WITHDRAW" your application on the system, you will be unable to re-apply.

Please ensure you have checked your application as no corrections or amendments will be accepted after submission.

HR Services
London School of Economic and Political Science