



How to apply and notes for applicants

LSE Doctoral Training Partnership ESRC Postdoctoral Fellow (PDF)

LSE is a diverse and inclusive community, committed to fair and equitable treatment of all staff, students and job applicants. We welcome candidates with a wide range of skills and qualifications. If you wish to apply for this post, and consider that you meet the selection criteria for this post, please select the 'apply' button at the bottom of the page and follow the application process instructions.

There will be a five stage application process for this post.

Stage One: Application and initial filter

Applications must take the form of:

1. LSE Application Form
2. ESRC Application Form
3. Case for Support (maximum six sides of A4) which should be structured to include the headings:
 - a. Abstract / summary of progress
 - b. Impacts of your research
 - c. Research-related achievements
 - d. Planned programme of activities
4. Summary CV (maximum two sides of A4)
5. List of publications (to be included as an additional page to the CV)
6. Referee Statement
7. If you are intending to visit an overseas institution within the period of the fellowship, a letter of support from the institution must be provided

Please refer to Job Description and Person Specification (both available on the LSE e-recruitment system) and the ESRC PDF Call specification document and ESRC PDF FAQs available on the webpage: <https://info.lse.ac.uk/current-students/phd-academy/esrc-doctoral-training-partnership/postdoctoral-fellowships>. These documents outline the main duties and responsibilities of the post along with the respective assessment criteria.

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 if you have a disability, please contact the [HR Division](#) to discuss alternative methods of applying.

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 giving a presentation and for interview.

Curriculum Vitae (CV) & List of Publications

Your CV should be a maximum of two sides of A4 and include the following details:

- Employment history (present and previous appointments with dates);
- Education and qualifications (name of awarding institutions and level of qualifications);
- Languages other than English – please indicate fluency in speaking, reading, writing;
- Honours and prizes;
- Existing publications including conference papers. (please state full bibliographical data);
- Work accepted or in press (please state prospective publication dates and state the outlet);
- Work in progress or in preparation (please provide details of potential outlets);
- Teaching experience including teaching-related administrative experience;
- Administrative experience;
- Professional activities.



- An addition (3rd) page entitled List of Publications containing the bibliography of the references cited in the proposal.

Referee Statement

The Referee Statement should be a maximum of one side of A4 and attached with the application documents. If the Referee would prefer to submit a confidential reference then the reference should be sent to phdacademy@lse.ac.uk and the email subject clearly marked 'Private and Confidential – ESRC PDF Referee Statement'.

Stage Two: Peer review by Departmental academic panel

Stage Three: Preparation of supporting documentation by long listed candidates and department

Applicants who are successful in getting through stages one and two of the application process will be placed on a 'longlist'. The following documents will need to be completed by them and the proposed host department before they can progress to stage four:

Candidates will be asked to provide:

- An ESRC PDF summary of resources required form.

Applicants are asked not to prepare this form until they have been contacted and asked to do so.

The host departments will be asked to provide:

- A Head of Department statement of support
- A Mentor statement and CV

Stage Four: Shortlisting Awards Panel

Stage Five: Interviews

Considerations when submitting your application

- You will be 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.

Personal details

Your personal details will be used to monitor the effectiveness of our recruitment processes. We ask for this information to ensure recruitment advertising is appropriately placed to encourage applications from under-represented groups and also to help the organisation understand the needs of its applicants.

Your personal details will be held for equal opportunities monitoring purposes. The collection of this data is important to LSE because it enables us to monitor the impact of our policies on all staff. Any information you choose to share with us will be treated with complete confidentiality and will not be made available to the selection committee for any part of the recruitment process.

For successful candidates, the information provided will be stored on the HR database. Some information will be shared with other LSE databases for general administration purposes. Information supplied in statistical returns to government, funding or other organisations will be anonymised.

Closing date

It is essential that you have submitted your application on the system by 16:00 UK time on 23 March 2018. Regrettably, we are unable to accept late applications.



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POLITICAL SCIENCE ■



Acknowledgement of application

When you have submitted your application online, you will receive an automated reply confirming receipt of your application email. You will then be able to log onto the system, using your username and password to check the progress of your application.

Due to the volume of applications received, we regret that we are unable to provide feedback to applicants who are not invited to interview.

Revisions or amendments to applications

Once you have submitted your application via the Online Recruitment System we are unable to accept any changes or amendments. Therefore please ensure you have checked your application thoroughly.