



How to apply and notes for applicants

Academic / teaching / research

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.

Applications must take the form of a full Curriculum Vitae (CV) or Resume, your most recent research paper and 3 Reference letters. Please refer to the Job Description and Person Specification for the role. These documents outline the main duties and responsibilities of the post along with the respective selection 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.

You will find the following documents available to download from the vacancy summary:

- Advert
- Job Description
- Person Specification

IMPORTANT INFORMATION, PLEASE READ THIS SECTION CAREFULLY:

Please note that you must complete your personal details on our Online Recruitment System. To do this, please click the 'apply' button in the bottom left hand corner of the vacancy screen.

You will not be prompted to attach supporting documents on the online system.

Please ensure that you upload your application documents via our advertisement on www.econjobmarket.org.

Application Documents must include:

- Your CV;
- Your most significant research paper;
- 3 Reference Letters recommending your appointment to the post. These can be uploaded separately.

If this information is not uploaded to www.econjobmarket.org - your application will be incomplete and cannot be considered by the Recruitment Committee.

You should apply for this post using www.econjobmarket.org as well as completing your personal details on 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 or www.econjobmarket.org to apply for a post, for example,

If you wish to contact the Department please e-mail econfacultyrecruitment@lse.ac.uk or call +44 (0)20 7955 7545. Please do not use the above e-mail address for job applications.



Curriculum Vitae (CV)

Your CV should 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 (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.

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 23:59, UK time on the closing date. Regrettably, we are unable to accept late applications.

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.