



How to Apply

Assistant Professorship in Economics

Closing date for receipt of applications is Wednesday 23rd November 2016, (23.59, UK time).

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

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 Junior 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 have a disability, please contact the HR Services Team to discuss alternative methods of applying for a vacancy.

Regrettably, we are unable to accept any late applications.

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.

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.

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 applying on the online system, or require an alternative format for the application, please e-mail hr.jobs@lse.ac.uk or contact the recruitment team at 020 7107 5205.

Thank you for your interest in the School.

Yours sincerely

HR Services
London School of Economics and Political Science



Notes for applicants

Assistant Professorship in Economics

Curriculum vitae (CV)

Your CV and supporting documents 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
- existing publications (please give full bibliographical data)
- work accepted or in press (please give 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

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.

Supporting documents

To be considered for this post, please attach electronic copies of your most significant research paper, as per the instructions on the How to Apply document. Applications without these additional documents will not be considered.

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.



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



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 personal details 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. Please also ensure that you submit your application to www.econjobmarket.org as per the How to Apply document.

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.

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.

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