How to Apply

for

Research Officer

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)** with a **covering letter**.

Your **covering letter** should consist of a summary of your achievements in research and administration. The letter should argue the case how you fit the requirements in the person specification, while also indicating ways in which your research might be innovative and creative, qualities that the School is keen to recognise and reward.

After completing your personal details online, you will be prompted to attach your **CV** and your **covering letter** as separate documents. In addition**, please attach an electronic copy of one publication** (a working paper or other research publication that is relevant to this post) on the Supporting Documents page of the online application form. Applications without these additional documents will not be considered.

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, if 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

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

Research Officer

Curriculum vitae (CV) and Covering letter
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
- 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.

Your **covering letter** should consist of a summary of your achievements in research as well as, where applicable, in service and administration. The letter should also argue the case how you fit the requirements in the person specification**.**

Supporting documents
To be considered for this post, **please attach an electronic copy of one publication** (a working paper or other research publication that is relevant to this post) on the Supporting Documents page of the online application form. 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.

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.

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 Economics and Political Science