# 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 and a Covering Letter. 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.

### 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.

### Covering Letter

Your covering letter should consist of a summary of your achievements in research as well as, where applicable, in teaching and service 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 and teaching might be innovative and creative, qualities that the School is keen to recognise and reward. Please note that for applications to all posts other than research posts applicants should demonstrate their teaching abilities and possibly provide supporting evidence of the quality of their teaching.

It is our policy to ensure that all applicants are only considered in accordance with the criteria on the person specification. Please do not provide details of your nationality, age or other personal characteristics on your CV and/or Cover Letter.

### Supporting documents

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 section of the online application form.

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## 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.