How to Apply

Thank you for your interest in this post. You will find the following documents available to download from the 'Vacancy Summary' Page of the online system:

- Advert
- Job Description
- Person Specification

Applications must take the form of a full Curriculum Vitae (CV) or Resume and a Covering Letter.

Please refer to the 'Notes for Applicants' (below) for guidance on how to write your CV and Covering Letter.

After completing your personal details online, you will be prompted to attach your CV and then your covering letter.

Please ensure you have checked your application as no corrections or amendments will be accepted after it has been submitted.

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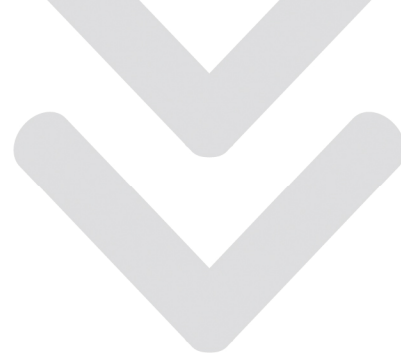
Due to the volume of applications received, we regret that we are unable to provide feedback to applicants who are not invited to interview.

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 contact the HR Services Team:

http://www2.lse.ac.uk/humanResources/recruitment/Home.aspx

Thank you for your interest in working at the School.

Please see below for important notes to help you with the application process.

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Notes for applicants
Academic Support Appointments

Curriculum vitae (CV)
Your CV and covering letter will be forwarded to the selection committee. Your CV should include the following information:
• title
• surname and forenames
• address for correspondence
• telephone number/email address
• present and previous appointments
• qualifications (name of awarding institutions, level of qualifications)
• training courses attended
• details of membership to any professional organisations
• key skills such as languages other than English – please indicate fluency in speaking, reading, writing

The School is committed to promoting equality and diversity to deliver the best possible service to students, staff and the wider community. It is our policy to ensure that all applicants are considered in accordance with the criteria on the person specification. 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.

Covering letter
Your covering letter should describe how you meet the criteria of the person specification. When completing your covering letter, you are advised to use the competency headings listed on the person specification and explain how you meet each one, giving examples.

Supporting Documents
For some vacancies, we ask applicants to submit additional documents as part of their application. If you are required to submit any additional documents, the 'How to Apply' document will state what documents you need to attach. Please do not attach anything to the 'Supporting Documents' page, unless it is specifically requested in the 'How to Apply' document.

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.

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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. A reference from your current employer is essential and references from previous employers are desirable. It is unlikely that personal friends or other social acquaintances will be able to provide suitable references.

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
• 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 application will be distributed to all members of the selection committee, however it will not be made available to anyone else.

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.

Best Wishes
Human Resources Division

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