Please complete all sections of this application form. Once completed, save the document in one of the following formats (.doc .docx .pdf), including your SURNAME in the filename. Send the completed form to biaa@thebritishacademy.ac.uk by 23.59 UK time on the day of the published deadline.

Please note that applications received after the deadline will not be considered.

## Application Information

|  |  |
| --- | --- |
| Position applied for \* Please copy and paste the exact title of the post you are applying for |       |
| Date of application |       |

## Personal Details

|  |  |
| --- | --- |
| Name |       |
| Surname |       |
| Title \* Dr, Professor, Mr, Ms, etc. |       |
| Nationality |       |
| Date of Birth |       |
| Present position \* If not currently employed, please state ‘Independent Scholar’ |       |
| Employing/academic institution |       |
| Web page\* Web page of institution or other academic network |       |
| Summary of academic career in narrative form\* Maximum 150 words (1,000 characters)  |        |

## Contact Details

|  |  |
| --- | --- |
| Postal address |       |
| City |       |
| Postcode |       |
| Country |       |
| TelephonePlease use country code e.g. +44 |        |
| Mobile telephone |       |
| E-mail 1 |       |
| E-mail 2 |       |

## Higher Education Information

|  |  |
| --- | --- |
| Main field of expertise |   |
| Secondary field of expertise |   |
| **Highest degree** **completed** |  |
| Title of degree  |       |
| University & Department |       |
| Title of thesis/dissertation  |       |
| Completion date |       |
| **On-going degree** (if applicable) |  |
| Title of degree  |       |
| University & Department |       |
| Expected completion date |       |
| Details regarding completion |       |
| **Other prior degree** |  |
| Title of degree  |       |
| University & Department |       |
| Completion date |       |

## Employment Information (Current or Most Recent)

|  |  |
| --- | --- |
| **Position held** |       |
| Name of institution |       |
| Institution address and contact details |       |
| Date commenced  |       |
| Date ended Leave blank if current  |       |
| Outline of duties/research  |       |
| Salary or grant |       |
| Reason(s) for leaving (if applicable)  |       |

## Employment Information (Previous)

|  |  |
| --- | --- |
| Please list up to five in chronological order, with your second most recent post first. Please include the name and address of your employer, dates employed, and details of your post. | *
 |

|  |
| --- |
| References |
| Please consult the Notes for Applicants relevant to the opportunity for which you are applying for guidance on whether one or two references are required. Please fill in the contact details of your referee(s) below. Note that it is your responsibility to notify your referees and to ensure that they submit their references directly to the BIAA’s London office by email to biaa@thebritishacademy.ac.uk before the deadline. |
| **Referee 1** |  | **Referee 2** |  |
| Title, name and surname |       | Title, name and surname |       |
| Institution and department |       | Institution and department |       |
| Position |       | Position |       |
| E-mail |       | E-mail |       |
| Telephone |       | Telephone |       |
| Relationship to applicant |       | Relationship to applicant |       |

## Academic Record

**Publications** Please list up to 10 academic publications relevant to this application (Harvard style):

*

**Organisation of academic events (e.g. workshops, reading groups, conferences)**Please summarise any previous experience in the organisation of academic events. List up to five events most relevant to this application:

*

## Other Skills (Languages, IT, etc.)

Please include below information regarding any other skills or experience relevant to this application.

## Cover Letter

Please include below a cover letter for this application. Your cover letter should be no longer than 600 words (4,000 characters including spaces **-** please note that the text box will automatically truncate any text beyond this limit**)**. Please outline why your qualifications and experience are appropriate to this appointment and how this appointment would fit with your longer­term career plans.

## Research Proposal

Please include below a detailed research proposal, outlining research objectives, methodology to be followed and a list of planned deliverables/outcomes, together with a detailed time schedule. This section should be no longer than 1,500 words (10,000 characters including spaces - please note that the text box will automatically truncate any text beyond this limit).

## Ethics

|  |  |
| --- | --- |
| Please tick to confirm that you have read and will comply with the BIAA’s Ethics Policy, as well as your home institution’s ethical guidelines.If you are a BIAA employee or BIAA independent researcher, please contact the BIAA Research Committee for guidance. | [ ]  |
| If your research requires access to museums and/or archaeological material, please tick here. | [ ]  |
| Please describe any ethical issues not covered by your institution’s code of practice or the BIAA’s Ethics Policy that you would like to bring to the attention of the BIAA. |       |

1. **Discrimination Act 1995**

In order for the Institute to meet the needs of current and potential employees and to act in accordance with the Disability Discrimination Act 1995, please give brief details of any disability or medical condition which will affect your performance in any aspect of this post.