



Institute for Archaeologists  
SHES  
University of Reading  
Whiteknights  
PO Box 227  
Reading  
RG6 6AB

Dear candidate

Thank you for your interest in the English Heritage Professional Placements in Conservation (EPPIC). The following placement posts are available

<b>Post title</b>	<b>Location</b>
Aerial Survey	Swindon
Archaeological Survey and Investigation	Cambridge
Archaeological Science	Portsmouth
Zooarchaeology	Portsmouth
Survey of London/Architectural Graphics	London
Finds (hosted by Wessex Archaeology)	Salisbury

Job Descriptions and a Person Specification for each post can be downloaded from the IfA website at [www.archaeologists.net/](http://www.archaeologists.net/). Also on the website, you will find information for international applicants, and a recruitment monitoring form, which you need to submit with your application (see below)

**All applicants should read the following information carefully before making their application:**

- Application is by CV and covering letter *which should clearly show how you meet the person specification criteria for the post*. Please give examples of how you meet the person specification in your covering letter.
- Applicants must clearly specify the post they are applying for in the covering letter. *If applying for more than one post, you must submit **separate** covering letters and CVs.*
- Candidates applying for the Architectural Graphics placement with the Survey of London **must include printed A4 copies of a small selection of their work along with their C.V. and covering letter**, and will be expected to bring a portfolio of work with them if shortlisted for interview
- Please include the contact details for two referees in your covering letter
- Application documents should be saved as either Microsoft Word or PDF files. Please ensure that you name your application files using the format *firstname\_lastname\_CV.doc* or *firstname\_lastname\_letter.pdf*. Applications which cannot be easily identified will not be accepted.
- Please complete the recruitment monitoring form and submit this with your application.  
**Applications that do not include a monitoring form will not be accepted.**

# INSTITUTE *for* ARCHAEOLOGISTS

A professional institute for the study and care of the historic environment



- The closing date for applications is 12 March 2010.
- Interviews will be held between the 25 and 31 March – interview dates will not be negotiable.
- Interviews for the Archaeological Survey and Investigation and Architectural Survey and Investigation placements will include a field test and will be held over two days. Interviews for the Aerial Survey and Investigation placement will include a test for stereoscopic vision.

If you have any problems accessing the application details on the website, or if you require a paper version of the further particulars or monitoring form, please contact [admin@archaeologists.net](mailto:admin@archaeologists.net) or call the office on 0118 378 6446.

Please mark your applications for the attention of Kate Geary. *We would prefer that applications are submitted electronically to [admin@archaeologists.net](mailto:admin@archaeologists.net), however, if this is not possible, please send your application by post to the above address. **All applications must be received by 12 March.** If applying by email, please ensure that you request a read receipt. Please do not forget to return a completed monitoring form with your application.*

IfA is an equal opportunities employer and welcomes applications from all sections of the community.

Good luck with your application.

Yours sincerely

**Kate Geary**  
**Training and Standards Co-ordinator**

