How to submit your application

A guide for applicants · form 17.3

This guide takes you from the moment you open the link in the call to the moment you receive the outcome. You need no Google account and no digital certificate: a browser and your documents in PDF are enough. Every screen you will see is reproduced here.

UNIVERSITY OF LEÓN — HRS4R

The University of León selects its research and technical staff through an open, transparent and merit-based procedure (OTM-R), in accordance with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

The data shown in the images is fictitious. This is an unofficial translation of the Spanish guide, which prevails in the event of any discrepancy. For any question, write to recvi@unileon.es quoting the position code.

Before you start

Have these four documents ready, already scanned as PDF files. They are mandatory: without them your application cannot be accepted.

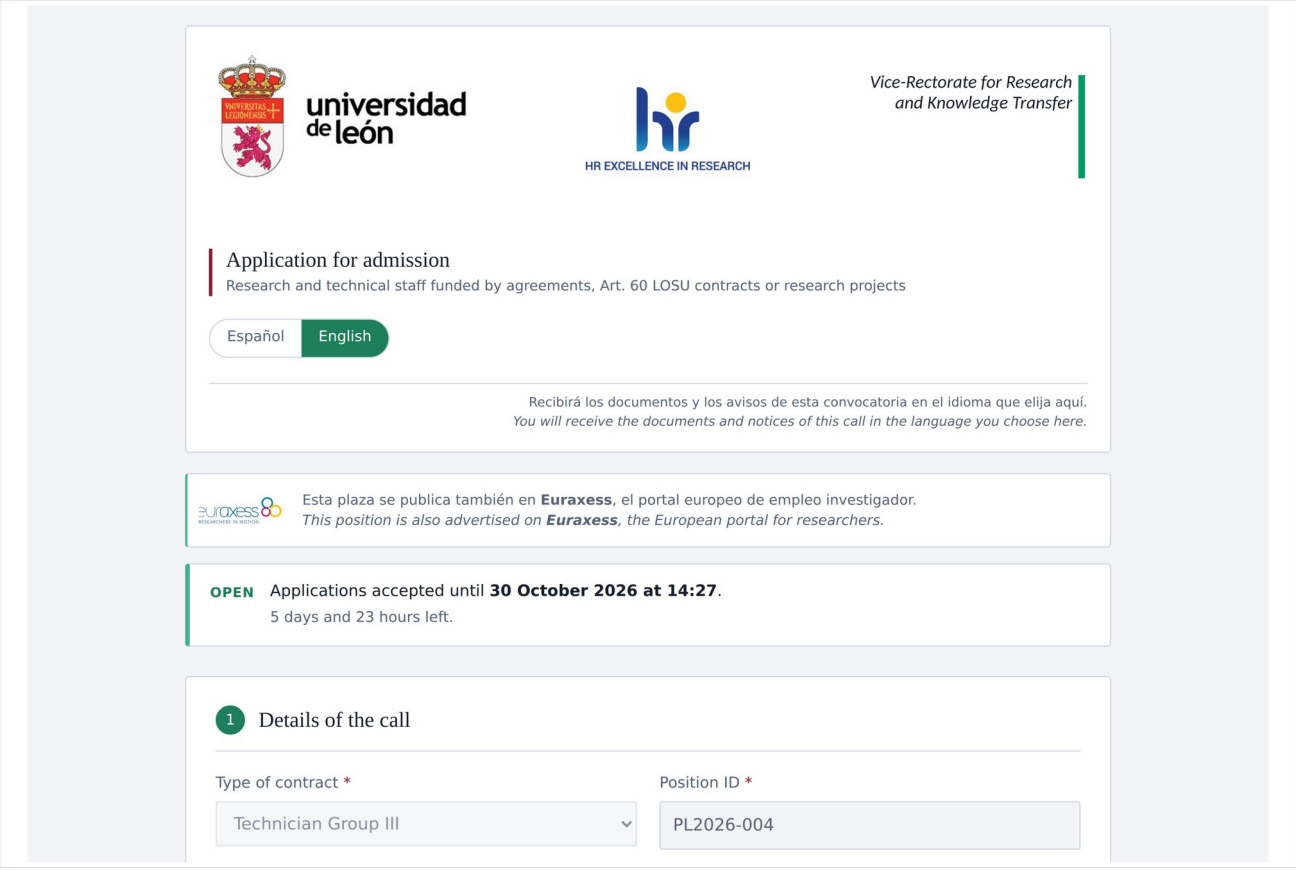
- **Identity document:** valid national ID card, foreigner's ID (NIE) or passport.
- **Social Security card:** evidence of your affiliation number. Required only from Spanish nationals.
- **Required qualification:** the degree certificate or academic transcript required in the call.
- **Curriculum vitae: organised following the order of the sections of the scale for your category, published in the OTM-R section: https://www.unileon.es/investigadores/investigar-transferir/hrs4r/otmr-en**

> **Size matters**
>
> Each file may be up to 10 MB, and 40 MB in total. If a PDF is too large, scan it again at a lower resolution or split it into several files.

You may fill in the form in one or several sittings, but **nothing is saved until you submit**. If you close the window halfway through, you will have to start again. Allow about twenty minutes.

Paso 1 · Open the link given in the call

The link appears in the published call. When you open it you will see the header with the application period and the details of the position, already filled in and not editable.



At the top, the language switch. Below it, the application period with its countdown.

Choose your language first

The Español / English switch does more than change the screen: it determines the language in which you will receive the documents of the call and every notice. You may change it while filling in the form, but it is best decided at the outset.

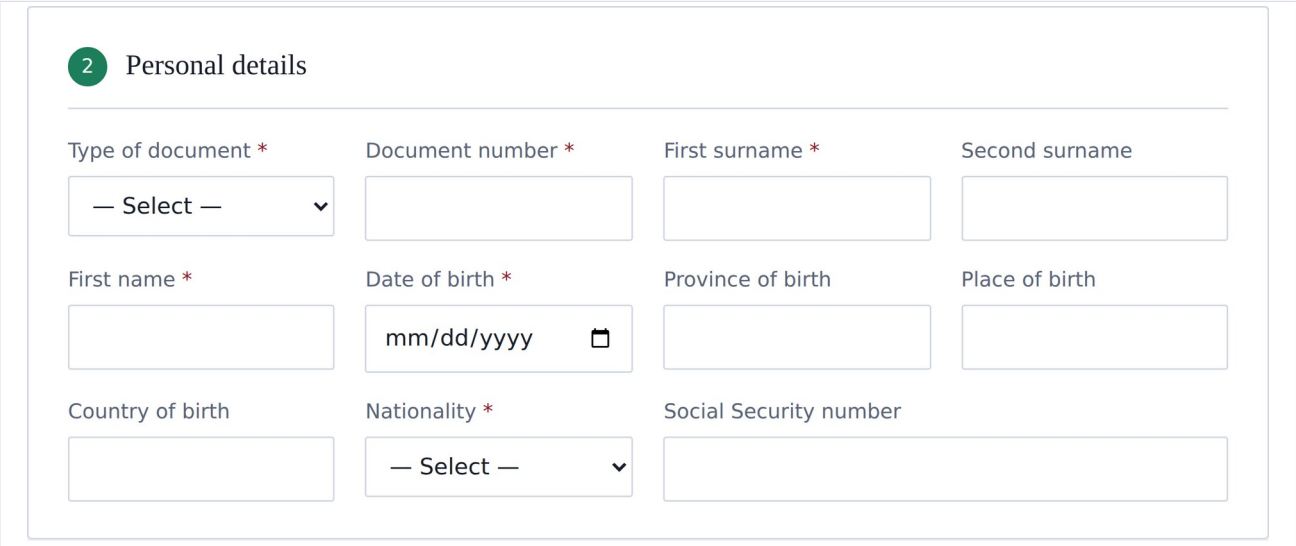
If you see the Euraxess logo

It means this position is also advertised on the European portal for researchers. Nothing about the procedure changes: the application is still submitted here.

> **Check the deadline**
>
> The green band shows the closing date and time and the days remaining. When it expires the form closes by itself: there is no extension and no late submission.

Paso 2 · Fill in your personal details

Fields marked with a red asterisk are mandatory. Write your name and surnames exactly as they appear in your identity document.



Nationality is chosen from a list; the other fields are free text.

- **Document number:** including the letter, with no spaces or hyphens.
- **Social Security affiliation number:** the twelve digits, with no separators. If you do not have one, apply for it before submitting.
- **Email address:** check it carefully. It is the address to which your receipt and every notice will be sent; a mistake here may leave you without news of the process.

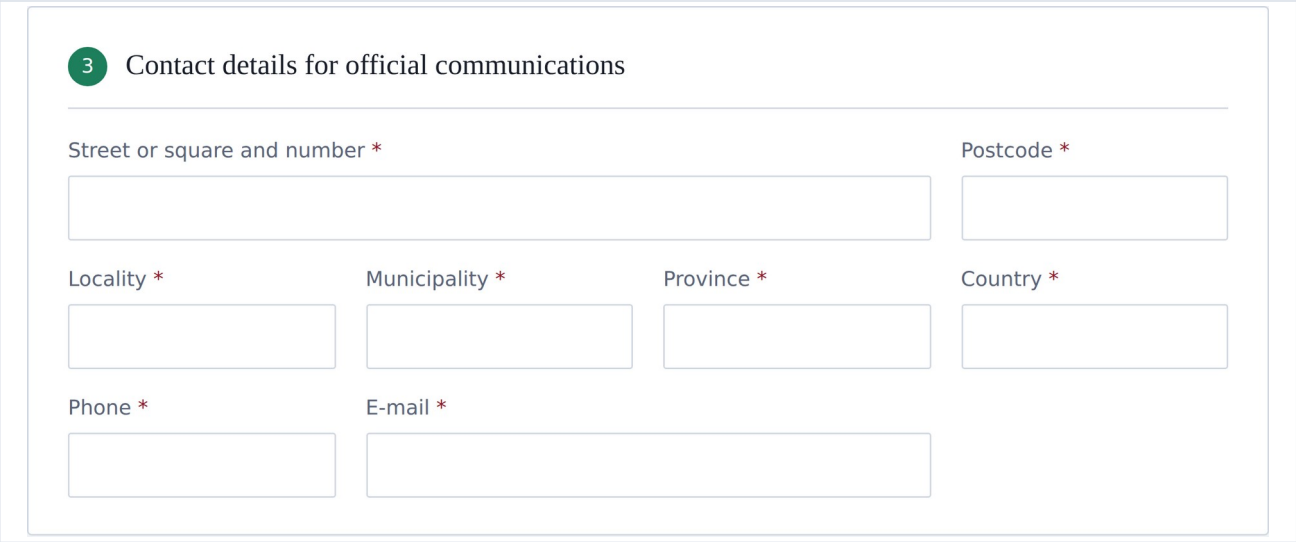
Paso 3 · State your qualification and profile

A call may admit several qualifications. Indicate the one you are applying with. If you hold other official qualifications, list them in the next field, bearing in mind that only what you later evidence will be assessed.

Under specific conditions, explain how you meet the profile of the position. Be precise: this is what the Selection Committee reads to understand your application.

Paso 4 · Upload the mandatory documents

Four sections, each with its own button. You may upload several files in each.



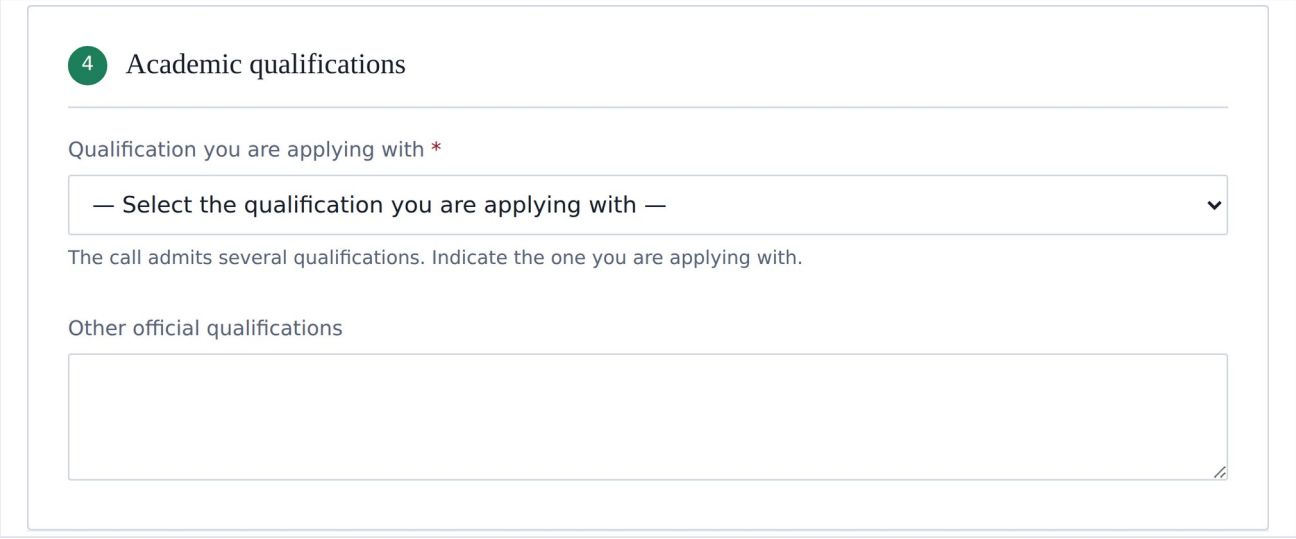
Only PDF files are accepted.

If one is missing

The form will not let you submit and will point out which one is missing. The Social Security card is required only from Spanish nationals.

Paso 5 · Add your merits

This section is not mandatory, but it is what allows your application to be scored. Upload here your employment record, contracts, course certificates, publications and anything else you wish to claim.



You may create further sections with your own description, to organise what you submit.

What is not evidenced is not assessed

The Committee first checks that you meet the requirements of the call — the qualification and any specific conditions: anyone who does not meet them is excluded without their merits being assessed. It then scores only the merits claimed in this application and evidenced by the documents provided. A genuine merit that is not evidenced counts for nothing: read the scale in the OTM-R section and provide evidence for everything you claim.

Paso 6 · Sign and submit

At the end you will find the declaration, the data protection information and the equal opportunities statement. You must tick both boxes in order to submit.



Both boxes are mandatory.

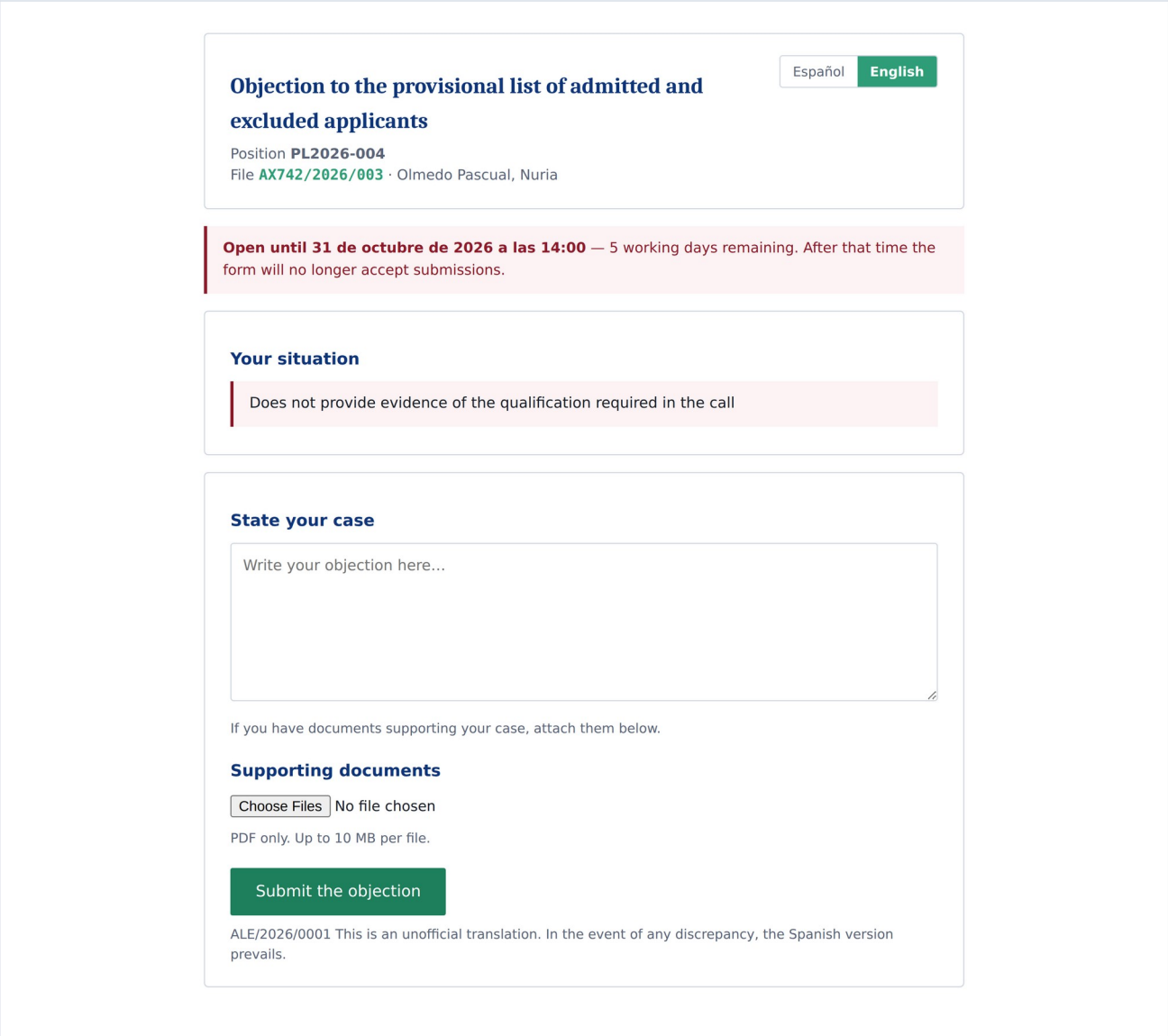
When you press **Submit application**, the screen will show your **file number**. Make a note of it: it identifies your application throughout the process. You will also receive a receipt by email with that number and the list of documents provided.

> **Can you correct something afterwards?**
>
> While the period is still open you may submit a new application: the last one will be taken into account. Once the period has closed, this is no longer possible.

Paso 7 · What happens next

Once the period has closed, the Selection Committee reviews the applications and publishes the provisional list of admitted and excluded applicants. You will receive an email with your situation.

If you are **excluded**, that email will state the reason and include a personal link for you to object. You have **five working days**.



The objection form shows the reason for your exclusion and lets you state your case and attach documents.

Once objections have been settled, the final list is published. The Committee scores the admitted applicants and publishes the award proposal with the detailed scores, which opens a second period of five working days for objections; you will receive an email with your position and your score by section. Finally the Vice-Rectorate issues the award decision and you receive a second email with the outcome. Every notice is sent in the language in which you applied.

> **Where to check**
>
> The lists, the minutes, the proposal and the decision are published on the University website. The emails tell you about your own situation, but time limits run from publication.

Paso 8 · If something does not work

- **I cannot submit:** the form marks in red what is missing. Scroll up to the first warning and complete it.
- **A file will not upload:** check that it is a PDF and under 10 MB.
- **I have not received the receipt:** check your spam folder. If it is not there, write to us quoting your file number.
- **The link says it does not match any call:** it may be incomplete. Copy it in full from the published call.

For anything else: recvi@unileon.es, quoting the position code and, if you have already applied, your file number.