How to submit your application

Research and technical staff positions · form 17.3

No digital certificate and no University account. All you need is a browser, your documents as PDF files and about twenty minutes.

1

Prepare your documents

Four mandatory ones, as PDF: identity document, Social Security card — only if you are a Spanish national —, the qualification required in the call and your curriculum vitae. Up to 10 MB per file and 40 MB in total.

2

Open the form

Through the link in the call or by scanning the code. Choose your language first: it will also be the language of the documents and notices you receive.

3

Fill it in at one sitting

Nothing is saved until you submit. Fields marked with a red asterisk are mandatory.

4

Add your merits

Not mandatory, but this is what allows your application to be scored. Only what is claimed and evidenced by documents is assessed.

5

Sign and submit

Tick both declaration boxes. You will receive your file number on screen and by email: keep it.

Open the form

APPLICANTS

Scan it with your phone camera. You may also use the link given in the published call.

What happens next

Provisional list

You will receive an email with your situation. If you are excluded, the ground will be stated along with a link to object, within five working days.

Scoring

The Committee first checks that you meet the requirements of the call; only then are your merits assessed against the scale for your category, published in the OTM-R section. Every score carries its explanation.

Proposal and decision

You will receive an email with your position and your score by section, and another at the end with the outcome. Both are published with the scores of all admitted applicants.

Two things worth knowing

While the period remains open you may submit a new application: the last one counts. Once it has closed, no further documents are accepted.

The assessment scales, the OTM-R policy and the model call are in the OTM-R section: unileon.es/investigadores/investigar-transferir/hrs4r/otmr-en · Questions: recvi@unileon.es, quoting the position code.

This is an unofficial translation of the Spanish version, which prevails in the event of any discrepancy.