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**PLEASE STRICTLY COMPLY WITH THE FOLLOWING INSTRUCTIONS:**

Carefully read the **vacancy notice/professional profile** for the position, paying particular attention to the **QUALIFICATIONS** section. You will find the corresponding link on this page. If you do not have or cannot prove the **QUALIFICATION, EXPERIENCE, OTHER QUALIFICATIONS** required or the **QUALIFICATION FIELD** does not correspond to the one indicated in the vacancy notice/professional profile, your application will not be considered in the recruitment process.

The aforementioned document also contains the **functions** and requirements of the post, as well as the **merits to be assessed** as established for this personnel selection process.

If you meet the requirements and you are interested in the position as well as the conditions offered, please download the **data form (Microsoft Office Excel file, format "Excel workbook \*.xlsx")**. This form can also be found in the corresponding link on this page. **The data form is the only valid document for the participation of candidates in the recruitment process** (with the exception of the proof of sending by registered mail if no electronic signature is available). All identification data, including e-mail address, must be included in the form.

Similarly, the form entitled "Information Clause - Candidates" must be duly completed and signed when submitting the application.

**Failure to provide any of the identification data will result in the application not being considered.**

If you have an **electronic ID card or a certificate** issued by one of the authorities listed on the following website <http://firmaelectronica.gob.es/Home/Empresas/Autoridades-Certificacion.html>, you may sign the form electronically and send it (NOT PRINTED) directly to the following e-mail address: [ihconvocatoriaperson@unican.es](mailto:ihconvocatoriaperson@unican.es). Information on how to electronically sign the form (Excel document) can be found at the following link: <http://office.microsoft.com/es-es/excel-help/firmar-digitalmente-un-documento-de-office-HA010099768.aspx>.

**In case you do not have an electronic signature**, in addition to sending the form by e-mail to the following address: [ihconvocatoriaperson@unican.es](mailto:ihconvocatoriaperson@unican.es) (in Microsoft Office Excel file, NOT

COMPRESSED), it is **ALSO COMPULSORY** to send the document **dully signed and PRINTED ON TWO SIDES**. This document must be sent by **CERTIFIED MAIL (exclusively, and cannot be delivered in person)** to the Fundación Instituto de Hidráulica Ambiental de Cantabria before the deadline for receipt of applications ("closing date for recruitment") indicated in the call for applications. In the latter case, if you do not have an electronic signature, **you must send by e-mail, together with the Excel file (uncompressed), a copy of the proof of sending by registered post.**

Failure to comply with these requirements will invalidate the application and the data form sent by e-mail will be destroyed (secure deletion).

The envelope should be **sent by CERTIFIED MAIL** and should be addressed to:

**FUNDACIÓN INSTITUTO DE HIDRÁULICA AMBIENTAL DE CANTABRIA**  
A/A.: Responsable Sección de Apoyo Administrativo  
Calle Isabel Torres 15 PCTCAN  
39011 Santander – Cantabria

Failure to comply with this requirement will invalidate the application and the data form sent by e-mail will be destroyed (secure deletion).

**When sending the file by e-mail, please indicate, in the subject field, ONLY the following code: Conv.\_FIHAC/{Call number:2}\_2022.**

In any case, **DO NOT include any other document**, except for the proof of sending by registered mail in case you do not have an electronic signature.

Applications with **incomplete identification data** (including e-mail address) or if the form is not electronically signed and the corresponding duly signed hard copy is not received, the application **will NOT be considered**.

All applications received after the deadline will be rejected. Please consult the **"frequently asked questions file"** which is available as a related file. If you require any further clarification regarding this personnel selection process, you should write to the following e-mail address within the deadline for receipt of applications: [ihconvocatoriaperson@unican.es](mailto:ihconvocatoriaperson@unican.es). No queries will be dealt with by any means other than the aforementioned e-mail address.

**PLEASE NOTE:**

*Any data form relating to this personnel selection process or "curriculum vitae" received by the Foundation by e-mail or with a post office certificate stamp from the time and date of the end of receipt of applications indicated, as well as any other unsolicited document sent prior to that date, will be*

*securely destroyed in accordance with the applicable regulations on the protection of personal data. For all purposes, we also inform you that the management of human resources in this Foundation does not contemplate the creation and maintenance of databases of possible candidates for future personnel selection processes. Recruitment for each of the personnel selection processes is carried out by means of an announcement on this website, thus guaranteeing the required publicity and competition. Therefore, in order to participate in these processes, you must follow the instructions published on this website for each process and NOT send CVs or any other documentation not requested in due time and form.*