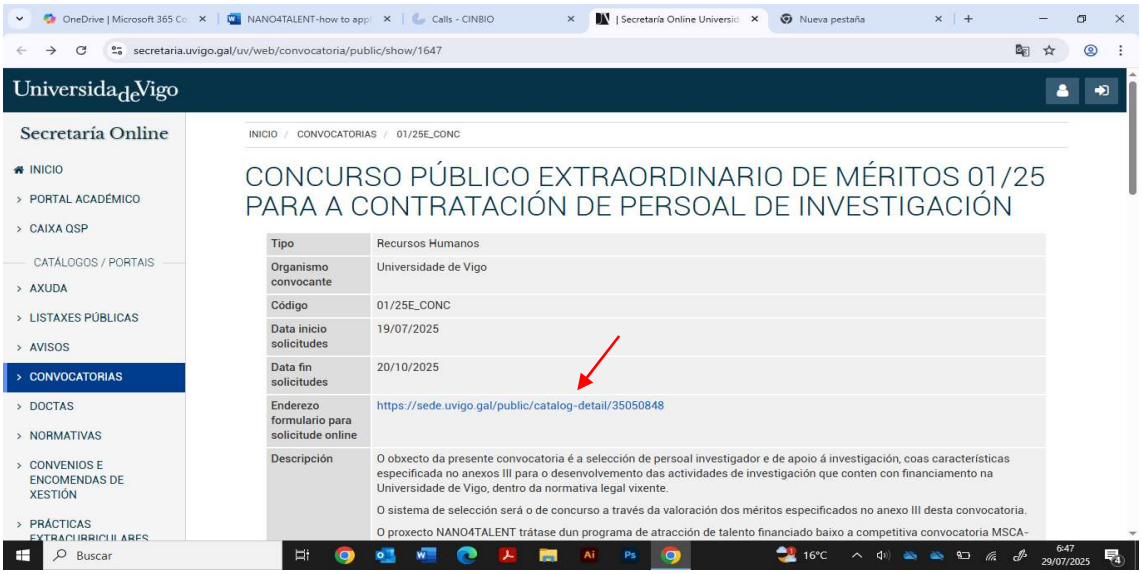
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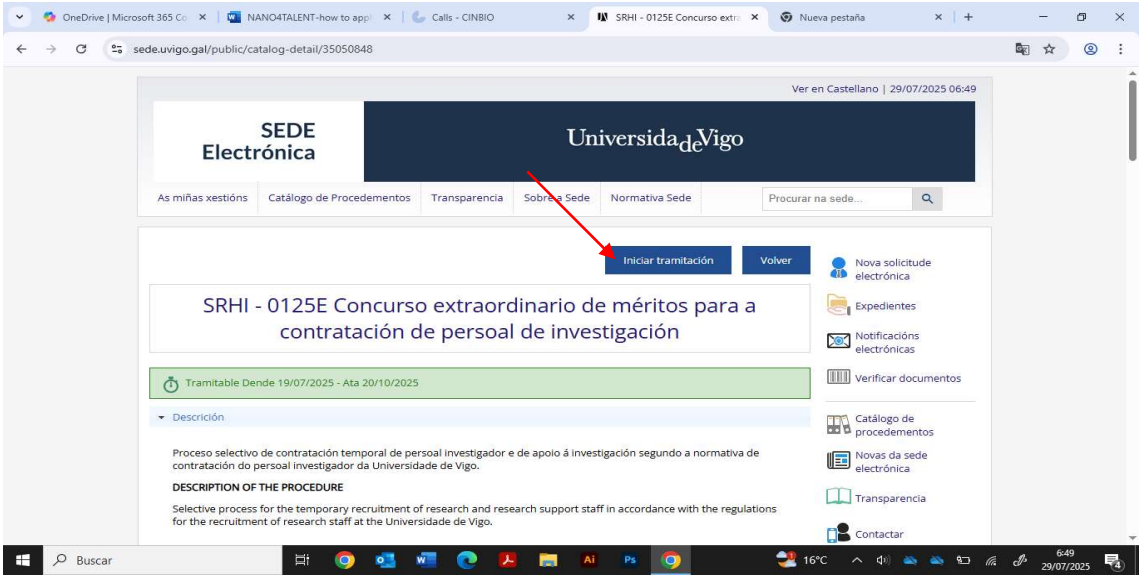
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How to apply to nano4talent job offer through UVigo virtual secretary

1. Go to the application on the UVigo virtual secretary (**SEDE ELECTRÓNICA**) through the offer link.



2. Start submission process by clicking "**Iniciar tramitación**"



3. Access to the electronic system by any accredited electronic means:

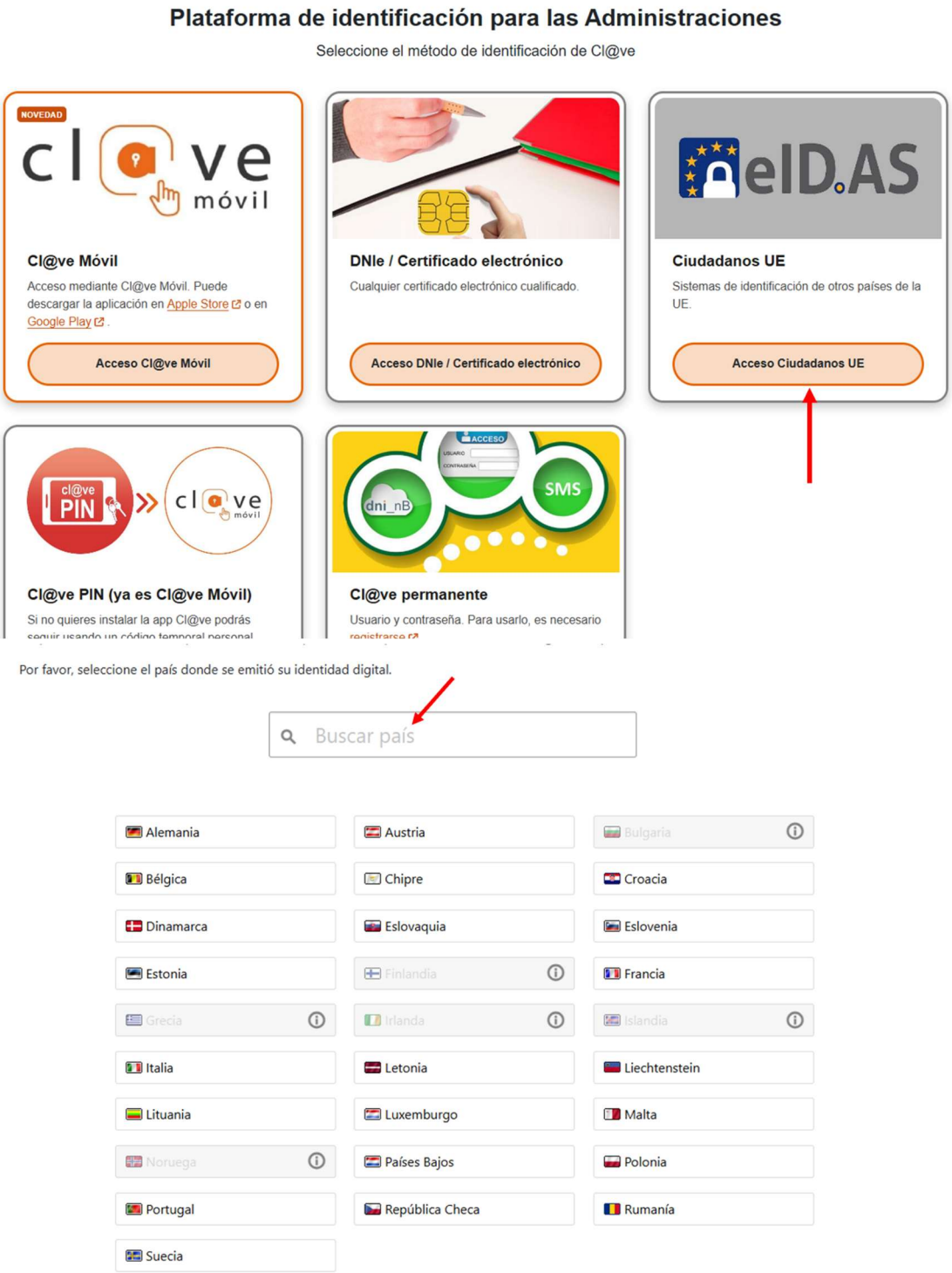
A. European citizen:
Click on the "**cl@ve**" button.



Do not forget to click on the box "**Acepto os termos e condicións de privacidade**". See below a non-official translation of the privacy terms and conditions[1].

Click on the "**Acceso Ciudadanos UE**", choose your country and follow the instructions.

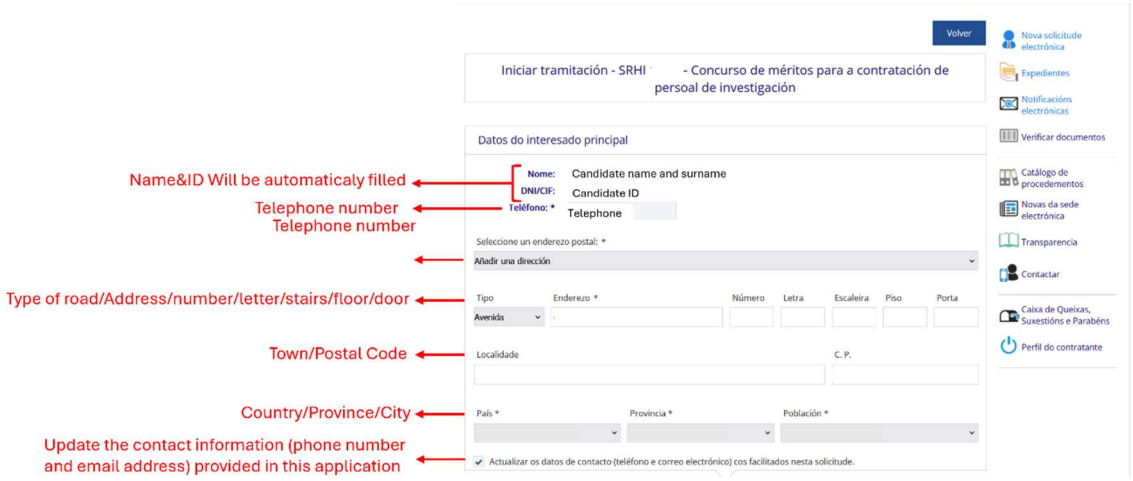
[1] *The University of Vigo, as the controller of this Electronic Office, will process the personal data that you provide through this Website. The purpose of collecting and processing the personal data that we request is to be able to provide you with access to the private part of this Office. Legitimization is carried out through the consent of the interested party. Access to this Office by means of a digital certificate guarantees your consent to the processing of your personal data by the University of Vigo.*
We inform you that the data that you provide to us through this Office will be located on the servers of the University of Vigo itself.
The fact that you do not read and accept the privacy policy of this Electronic Office will result in us not being able to provide you with access to the private part.
You may exercise your rights to rectify, limit and delete data by requesting it from the University of Vigo, a request that may be submitted in accordance with the forms provided for in article 16.4 of Law 39/2015 of 1 October. You may also exercise the right to file a complaint with a supervisory authority. Additional and detailed information on Data Protection can be found here.

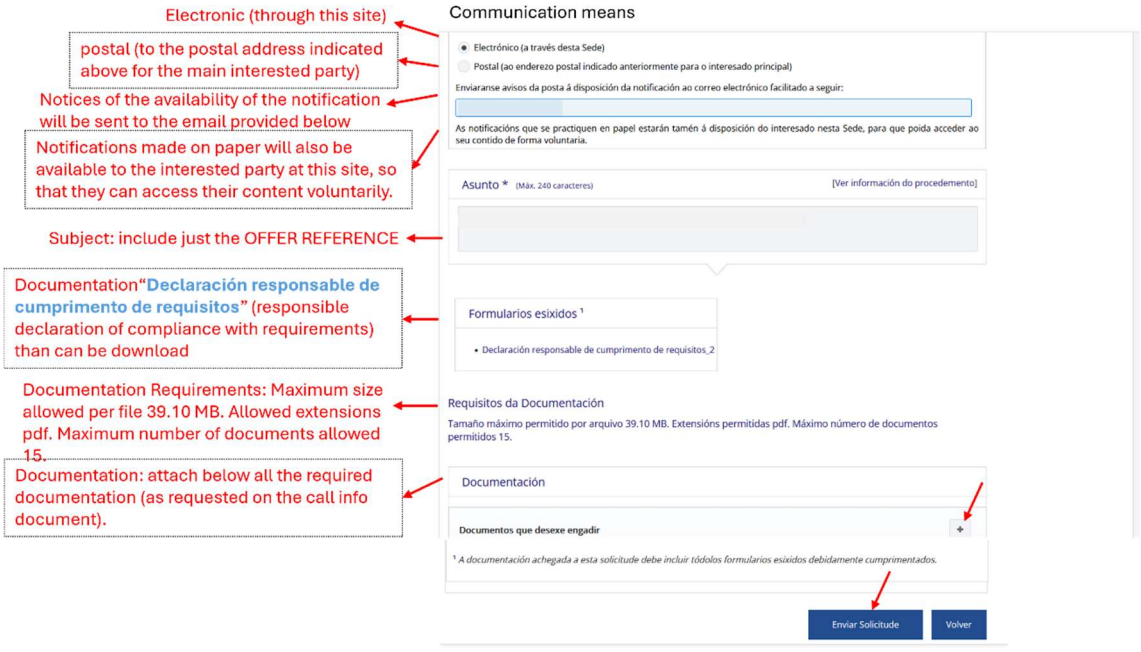


B. Non-European citizen: contact estranxeiros@uvigo.gal. They will provide access through additional means, **at least two working days before the end of the deadline** for submitting applications.

For further support cc PMO NANO4TALENT team (nano4talent@uvigo.es).

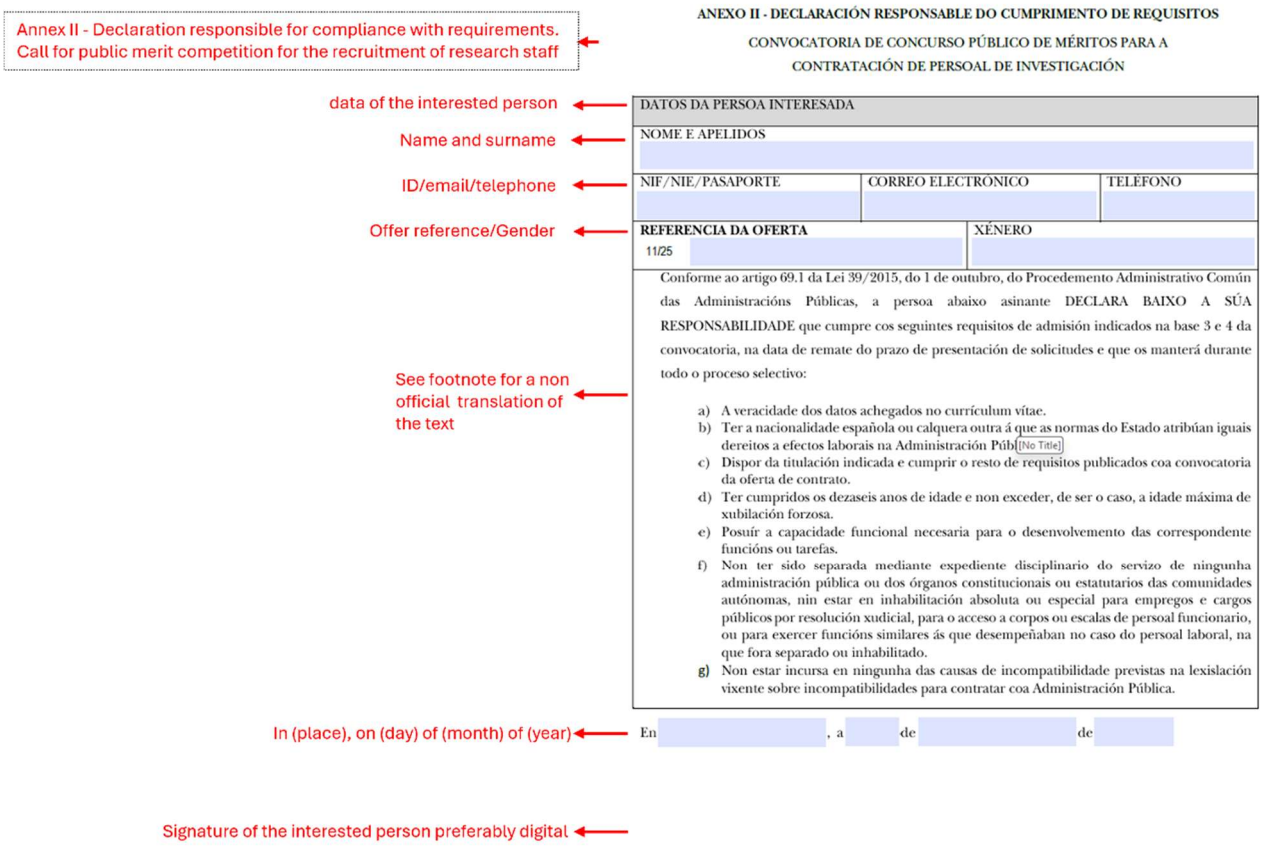
4. Fill in the electronic form with your data and click "**Enviar solicitude**".





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More information or support do not hesitate to contact: nano4talent@uvigo.es

[2] *In accordance with article 69.1 of Law 39/2015, of October 1, on the Common Administrative Procedure of Public Administrations, the undersigned DECLARES UNDER HIS RESPONSIBILITY that he/she complies with the following admission requirements indicated in bases 3 and 4 of the call, on the closing date for the submission of applications and that he/she will maintain them throughout the selection process:*
a) The veracity of the data provided in the curriculum vitae.
b) Have Spanish nationality or any other to which State regulations attribute equal rights for employment purposes in the Public Administration.
c) Have the indicated qualification and meet the rest of the requirements published with the call for the contract offer.
d) Have reached the age of sixteen and not exceed, where applicable, the maximum age of compulsory retirement.
e) Have the functional capacity necessary for the development of the corresponding functions or tasks.
f) Not having been separated through disciplinary proceedings from the service
of any public administration or constitutional or statutory bodies of the autonomous communities, nor being absolutely or specially disqualified for public jobs and positions by judicial decision, for access to civil service bodies or scales, or for exercising functions similar to those they performed in the case of labor personnel, in which they had been separated or disqualified.
Not having incurred any of the causes of incompatibility provided for in the current legislation on incompatibilities for contracting with the Public Administration.