



INSTRUCTIONS FOR THE APPLICATION FOR SELECTION PROCESSES OF JOB VACANCIES IN THE NATIONAL SECURITIES MARKET COMMISSION (CNMV)

ONE. – APPLICATION FOR ADMISSION

In accordance with the provisions of the First Additional Provision of the Spanish Royal Decree 203/2021 of 30 March, which approves the Regulations for action and operation of the public sector by electronic means, all procedures related to this call for applications will be carried out by electronic means.

1. If the applicant holds a digital certificate:

All documentation (including corrections, if any) must be submitted through the following channels:

- Through the CNMV's virtual office:
(<https://sede.cnmv.gob.es/sedecnmv/sedeelectronica.aspx>) by means of the electronic signature systems provided in the Spanish Royal Decree 203/2021, following the established instructions:
(<https://www.cnmv.es/DocPortal/Ofertas/Procedimiento-Firma-Envio-Sede.pdf>)
- Or through other electronic registers of any of the parties referred to in article 2.1. of Spanish Law 39/2015.

2. If the applicant does not have a digital certificate, application can be completed as follows:

Those without an electronic identification document (DNI) or a digital certificate can apply as follows: [Software Certificate Application - Central Office \(fnmt.gob.es\)](#)

To prove identification, please find attached a link with the requirements and the office locator published by the National Mint (Fábrica Nacional de Moneda y Timbre (FNMT)): [Certify identification - Central Office \(fnmt.gob.es\)](#)

If you wish to make an appointment at the CNMV for the issuance of an electronic certificate, please call 91 5851500 (C/ Edison, 4 Madrid) or 93 3047300 (C/ Bolivia, Barcelona).



3. If the applicant does not have an electronic certificate and will require a representative to submit their documentation through the CNMV's virtual office:

- Applicants must download, complete and submit the "ANNEX REPRESENTATIVE APPLICATION" duly signed, which can be found on the CNMV's website, under Job Vacancies.
- Subsequently, the Representative will be able to access CNMV's virtual office, where the application form for admission is available for its completion. The application form must be printed out and signed by the applicant.
- The signed application must be scanned and attached by the Representative to the other documentation to be provided, through the following means:
 - o CNMV's virtual office: (<https://sede.cnmv.gob.es/sedecnmv/sedeelectronica.aspx>) by means of the electronic signature systems provided in the Spanish Royal Decree 203/2021, following the established instructions: (<https://www.cnmv.es/DocPortal/Ofertas/Procedimiento-Firma-Envio-Sede.pdf>)
 - o Or through other electronic registers of any of the parties referred to in article 2.1. of Spanish Law 39/2015.

In the event that those **applying from abroad** cannot complete the online registration, they may submit it at the corresponding Spanish diplomatic or consular representations.

Candidates who have not submitted their applications electronically will be excluded from the provisional list of admitted and excluded candidates that will be published and must rectify this reason for exclusion.

For any queries or technical issues related to the application and/or electronic signature, please contact the CNMV's virtual office, the User Service of the same virtual office, calling 902 180 772 or by e-mail at sedecnmv@cnmv.es (*exclusively to advise users of the virtual office and the electronic registry on IT matters, not to send documents*).

TWO. - COMPLETING THE APPLICATION FOR ADMISSION
(Application Form available on the CNMV's virtual office)



1. The candidate may access:
<https://sede.cnmv.gob.es/sedecnmv/sedeelectronica.aspx>
2. In the "Open Area" section, log in with your electronic certificate and access the procedure called: *"Application to participate in the selection of staff"*.
3. The first screen displays the relevant instructions and, at the bottom of the page, you can access *"Application to participate in the selection tests"*.
This is the Application for Admission form that you must fill out, send, sign and attach along with the rest of the documentation required in the Conditions of the Call to which you are applying.
4. First of all, the applicant must select the corresponding Call, as well as the access round (Free/Internal Promotion) and, if applicable, the disability option. Once you these fields have been completed, you will access the application form to fill in the rest of the required data.
5. All fields marked with (*) are mandatory and must be completed by the applicant.
6. Fields must be completed in capital letters.
7. It is recommended to check all the information before sending or printing the application, especially those relating to the DNI (it must have all 8 digits, capital letters and no spaces. Example: 99999999T), e-mail and contact number.
8. You will then be redirected to the homepage to digitally sign the application form. The PDF of the application and the button "Sign PDF Application" will appear.
9. Once the application has been signed, it will be saved in the "Downloads" folder of your computer.
10. Lastly, on the main page, you will be able to attach the signed application form, along with the documentation to be provided (in line with the provisions of the Conditions of the corresponding Call).