



INVITATION FOR SELECTION TESTS TO COVER SIX ADMINISTRATIVE PERSONNEL POSITIONS IN VARIOUS AREAS AND DEPARTMENTS OF THE COMISION NACIONAL DEL MERCADO DE VALORES (CNMV) - SPAIN'S NATIONAL SECURITIES MARKET COMMISSION

03/21

The positions to be filled in this invitation result from Royal Decree 636/2021 of 27 July that approves the Offer of Public Employment for the year 2021

This selection procedure will respect the principle of equal gender treatment in access to employment pursuant to Article 14 of the Spanish Constitution, Organic Law 3/2007 of 22 March, and the Resolution of the Council of Ministers of 9 December 2020 approving the 3rd State General Administration and Public Bodies Gender Equality Plan or Public Bodies associated with or dependent on it. Official State Gazette of 1 January 2021, and developed pursuant to the following:

RULES AND CONDITIONS

ONE.- Positions

- 1.- A selection process has been created to cover the positions shown below using the general system of free access to the National Securities Market Commission, with the following category, annual gross salary, and work location:

<u>No.</u>	<u>Job category</u>	<u>Gross annual salary</u>	<u>Town/city</u>
3	Administrative, level 4	15.894,06 Euros	Madrid

<u>No.</u>	<u>Job category</u>	<u>Gross annual salary</u>	<u>Town/city</u>
1	Administrative, level 4 – afternoon shift	15.894,06 Euros	Madrid

Although most of the positions will be assigned to the offices that the CNMV has in Madrid, there is a possibility that some of them will be assigned to the Barcelona office.

- 2.- The employment contract will be permanent.



- 3.- In matters of incompatibilities, the performance of the positions is subject to Law 53/1984 of 26 December and additional provisions.
- 4.- The CNMV is the body responsible for the supervision and inspection of Spanish securities markets and the activity of all who participate in these markets. The aim of the CNMV is to ensure the transparency of the Spanish stock markets and appropriate price formation as well as to protect investors.

The positions available will mainly involve the use advanced office tools, answering telephone calls, the registration, classification, and archiving of documents, specialised administrative tasks, and work of a similar nature.

- 5.- The requirements set out in the invitation and all the actions involved in its execution will be published on the CNMV website (<http://www.cnmv.es/portal/quees/Ofertas/empleo.aspx>) and the General Access Point (<https://administracion.gob.es>)

TWO.- Applicants

To be eligible for the selection tests, applicants must meet the following conditions at the cut-off date for the submission of applications and continue to meet them until the contract has been signed:

- 1.1. Nationality:
 - a) Spanish nationals.
 - b) Nationals from other European Union Member State or of a State from and to which free movement of workers has been agreed in international treaties entered into by the European Union and ratified by Spain.
 - c) The spouses of Spanish and other European Union Member State nationals may also apply irrespective of their nationality provided that they are not legally separated. Children of the above who are under twenty-one years of age or over if dependent and those of their spouse may participate under the same conditions.
 - d) Any person not included in the preceding paragraphs who is legally resident in Spain may also apply.
- 1.2- Applicants must be at least 16 years old and not older than any maximum mandatory retirement age that may be in force.

- 1.3.- Applicants must be able to perform the tasks involved.
- 1.4.- Applicants must not have been dismissed following a disciplinary process from any Public Administration or any Constitutional or Statutory Body of the Autonomous Regions of Spain, nor have been subject to a court ruling definitively or specifically disbarring them from holding public office or employment.

Foreign nationals must not have been disqualified or be in an equivalent situation, or have been subject to disciplinary action or equivalent which prevents their access to public employment under the same terms in their home country.
- 1.5.- Applicants must hold a Bachelor's Degree, BUP, Baccalaureate-LOGSE, FP1 or FP qualification (Middle Grade) in administration. Applicants with qualifications obtained abroad must hold the corresponding accreditation or certificate of official approval.
- 1.6.- Applicants must be able to demonstrate at least four years' professional experience as an administrative clerk.
- 1.7.- Should any of the applicants not be able to complete the selection process or carry out any exercise of the same because of a duly accredited situation of risky pregnancy or childbirth, their situation will be conditional on completion of the process and to the passing the phases that have been postponed.

Carrying out these tests may not be subject to a delay that undermines the right of the rest of the applicants to resolution of the process adjusted to reasonable times, which will be assessed by the court. In any case, the aforementioned tests will take place before the publication of the list of applicants who have passed the selection process.

THREE.- Submission of applications

1. Those who wish to take part in these selection tests must present the documentation set out in the last paragraph of this point, addressed to the General Secretary of the National Securities Market Commission. In accordance with the provisions of the First Additional Provision of RD203/2021 of 30 March, which approves the Regulations for the action and operation of the public sector electronically, all procedures related to this invitation will be carried out



electronically, specifically by the electronic headquarters of the CNMV (<https://sede.cnmv.gob.es/sedecnmv/sedeelectronica.aspx>) using the electronic signature systems provided for in Royal Decree 203/2021, following the established instructions (<https://www.cnmv.es/DocPortal/Offers/Procedimiento-Firma-Envio-Sede.pdf>) or using the remaining electronic records of any of the subjects referred to in article 2.1. of Law 39/2015 as well as in the offices provided for in article 16.4 of the aforementioned Law.

If any applications are submitted in person, the candidate will be required to make any corrections electronically under the terms of Article 14 of Royal Decree 203/2021 of 30 March. Consequently, the filing date of the application will be considered to be that on which the correction was made according to the procedure established for the telematic presentation of applications in the electronic office.

If a duly accredited technical incident makes the ordinary operation of the systems impossible, the convening body may agree to extend the deadline for submitting applications or completing and submitting a replacement, which will be published on the CNMV's web site ([CNMV - Job vacancies](#)).

In the event of a technical incident occurring during the registration process, applicants should access CNMV's electronic platform, or contact its Helpline on 902 180 772, or email sedecnmv@cnmv.es (these channels are exclusively used to advise electronic platform and registry users on computer matters, not for sending documents).

Should applicants not be able to complete registration and the selection process from abroad electronically, they may present it at the nearest Spanish embassy or consulate.

Notifications will be sent electronically by email to the address stated on the registration application by the applicant.

Pursuant to Article 12 of Law 39/2015, the CNMV will assist those candidates in the use of electronic means to facilitate their participation in the invitation if they need it. For any questions related to the application and/or electronic signature, candidates may contact the Electronic Office User Service on the CNMV's electronic platform by phoning 902 180 772, or via email at sedecnmv@cnmv.es (these channels are exclusively used to advise electronic platform and registry users on computer matters, not for sending documents).

The instructions above may be supplemented by those that appear in the CNMV's electronic office.

In any event, only the communication made by the applicants sent by the notification and publication method mentioned in this document has legal effect pursuant to the procedure established for electronic submission of applications on the CNMV electronic platform.

The documentation to be presented is the following:

- Curriculum vitae in Europass format or similar (<http://europass.cedefop.europa.eu> and www.coe.int/portfolio). The activities carried out by the applicant as well as the exact periods during which these activities were performed must be described in as much detail as possible.
 - Application form as attached to this document.
 - Photocopy of academic qualifications required for the position. Applicants with qualifications obtained abroad must submit the corresponding accreditation or certificate of official approval.
 - Employment history record updated to the date of filing of applications issued by the Social Security's General Treasury.
 - Certificate of Services Rendered issued by the corresponding personnel unit when the professional experience was gained from services provided in the Public Sector.
 - A certificate attesting competences issued by the company or companies, or if this is not available, an affidavit of the competences performed. In both cases, the certificate attesting competences or affidavit must be presented in accordance with the model shown in Appendix III.
 - Photocopy of the qualifications or official certificate of Level A2 or higher in accordance with the Common European Framework, provided that they include the competences of Listening & Reading as provided in the Rule Four, point 2.1. 1).
2. Applicants included in Rule Two, sections 1.1 c) and d) on Nationality, must enclose the documents accrediting their status with their application.
 3. Applicants with a level of disability of 33% or more requesting modification of times and formats must enclose the Technical Opinion issued by the Technical Assessment Body as evidence of their disability. Applicants must expressly request on the application form whether they need times and/or methods to be adapted during the selection tests. At any time during the selection process, the

Selection Panel may request proof of the information contained in the curriculum vitae or in the application.

4. The deadline for applications is the 30 day of may of 2022.
5. Applicants who are offered a position will have to provide evidence of the stipulated requirements in accordance with Rule Seven of this document.
6. Within a maximum of one month of the closing date for applications, the CNMV will publish the date, place, and time for the first part of the open competition phase in its General Register and on its website. These lists will be published on the CNMV General Register and on its website (<http://www.cnmv.es/portal/quees/Ofertas/empleo.aspx>), where candidates may access the information using a code assigned to them by email at the start of the process.
7. At the same time, the Administrative Information centre will be informed that the list of provisional admissions and exclusions has been published. ([Search for calls for public employment - job - Employment and Scholarships - Start \(administracion.gob.es\)](http://administracion.gob.es))
8. Excluded candidates will have ten working days, starting from the day following publication of the Resolution, to rectify any omission that may have led to their exclusion.
9. Once the documentation submitted has been analysed and within a maximum period of one month starting from the date of termination of the deadline for the presentation of documentation, to correct it, the definitive list of people admitted to the selection process will be made public in the General Registry of the National Securities Market Commission and on their website, (<http://www.cnmv.es/portal/quees/Ofertas/empleo.aspx>).
10. In order to fulfil its obligation to inform the candidate of all aspects of the processing of their personal data within the framework of this selection process, the CNMV incorporates the document contained in Appendix I "Information and consent for the processing of the personal data of the candidate in the personnel selection processes" in this invitation



FOUR.- Selection system

- 1.- The system used for candidate selection will be the open competition system.
- 2.- The **competitive exam phase** will be composed of three parts:
 - a) First part: English language test and aptitude tests.
 - b) Second part: Quiz with multiple choice questions and practical application.
 - c) Third part: Oral exercise:

2.1. First part: English language test and aptitude tests

Candidates will take two tests, both of which are eliminatory. The second test will only be assessed if the candidate passes the first test. The two tests will be held on the same day and in order to facilitate their completion, there will be a fifteen minute break between the two tests.

2.1.1 First test: English language test.

This exercise will be eliminatory.

It consists of taking a TOEIC test (*Test of English for International Communication*) in which oral comprehension (Listening) and written comprehension (Reading) ability is evaluated.

The test consists of 100 questions. These are multiple-choice questions in which only one answer is correct. Unanswered or wrongly answered questions are not penalised.

The maximum score of this test is 990 points according to TOEIC (*Test of English for International Communication*). A minimum of 225 points (or equivalent in the opinion of the court) must be obtained, equivalent to level A2 of the Common European Framework of Reference (<http://europass.cedefop.europa.eu> and www.coe.int/portfolio), to exceed.

The test will last no more than two and a half hours.

Candidates who have passed this test will be assigned the following score:

Listening & Reading	Points TOEIC (<i>Test of English for International Communication</i>)	Points assigned
	Between 225 and 545 points (equivalent to A2)	0 points.
	Between 550 and 780 points (equivalent to B1)	2 points
	Between 785 and 940 points (equivalent to B2)	4 points.
	Between 945 and 990 points (equivalent to C1)	5 points.

The following are exempt from this test:

- 1) Candidates who have passed this test in a CNMV selection process for positions of a similar category in the 24 months preceding this invitation will be exempt from completing this test and will record this circumstance in the application referred to in Section 1 of Rule Three.
- 2) Applicants who prove, by providing a photocopy of the degree or official certificate, to be in possession of Level A2 or higher in accordance with the Common European Framework of Reference (<http://europass.cedefop.europa.eu> and <https://www.coe.int/en/web/portfolio>), which includes at least the Listening & Reading skills, in accordance with the qualifications accepted by the CNMV to accredit the level of English listed in Appendix IV, obtained in the 24 months preceding the date of the deadline for submitting applications. They said qualifications must be presented together with the rest of the documentation included in point 1 of Rule Three.

2.1.2 Second test: Aptitude tests.

In these tests, the candidate will complete a series of written tests aimed at assessing their administrative skills and to carry out the competences described in Rule One, point 6 of this invitation such as among others attention, logic, or level of reasoning.



The time allowed for this test will be 1 hour and 30 minutes.

This test will be scored from 0 to 20 points, and applicants who do not obtain a minimum of 10 points will be eliminated.

Before this second test, the Selection Panel will make the criteria for correcting, assessing and passing the test public on the CNMV website, which are not expressly stipulated in the rules of this invitation, and in the case of exercises with alternative answers, the penalty for each wrong answer.

The Selection Panel will publish the list of candidates who have passed this first part of the competitive exam phase in the General Register of the CNMV and on its website, (<http://www.cnmv.es/portal/quees/Ofertas/empleo.aspx>) in accordance with point 2.1, and they will be called to sit the second part at the place, date, and time stipulated. The invitation to this second phase will be issued at least 72 hours before it takes place.

2.2. Second part: Quiz with multiple choice answers and practical application.

This second part is composed of the candidates taking two tests, both of which are eliminatory. The second test will only be assessed if the candidate passes the first test. The two tests will be held on the same day.

2.2.1. First test: Quiz with multiple choice answers.

Candidates will provide written answers to a questionnaire with 40 test questions based on the agenda that is attached as an appendix to the invitation.

Each question will have alternative answers, one of which is correct. For each incorrect answer the candidate's score will be lowered by the same amount as it will be increased for each correct answer. Unanswered questions or questions for which more than one answer is given will not be marked.

The time allocated for this test will be 1 hour.

This test will be scored from 0 to 20 points, and applicants who do not obtain a minimum of 10 points will be eliminated.

2.2.2. Second test: Practical application

This test will be a practical office test carried out on a computer and designed to assess the candidate's skills in the use of the Word, Excel, PowerPoint, and Access software programs.

The time allocated for this test is a maximum of 2 hours.

This test will be scored from 0 to 20 points, and applicants who do not obtain a minimum of 10 points will be eliminated.

Before this second part, the Selection Panel will make the criteria for correcting, assessing and overcoming the same public on the CNMV website, which are not expressly stipulated in the rules of this invitation, and in the case of exercises with alternative answers, the penalty for each wrong answer.

The Selection Panel will publish the list of the scores obtained by candidates who have passed the third part (as described in the paragraph above) in the General Register of the CNMV and on its website (<http://www.cnmv.es/portal/quees/Ofertas/empleo.aspx?lang=en>) and they will be invited to take part in the fourth part at the place, date, and time indicated. The invitation to the third part will be issued at least 72 hours before it takes place.

2.3.- Third part: oral exercise.

This part is composed of a personal interview to determine and assess the suitability of the candidate for the job, their initiative and organisational skills, capacity for oral expression as well as their interest in joining the organisation in the position offered (described in Rule One, point four of this document). Therefore, in addition to assessing the scope and content of the requirements stated in Rule Two, section 1.6, the Selection Panel will also evaluate any questions regarding their professional experience in the areas listed in Appendix I.

This test is scored from 0 to 20 points, and a minimum of 10 points required to pass.

The personal interviews held before the exam panel will be conducted in alphabetical order, starting with the letter "V". If no candidate's first surname begins with the letter "V", the Panel will start with "W", and so on, as established in the Resolution of the Secretary of State for Public Administration of 23 June 2021 (BOE 28 June 2021).



The Selection Panel will publish the list of candidates who pass the second part in the General Register of the CNMV and on its website (<http://www.cnmv.es/portal/quees/Ofertas/empleo.aspx?lang=en>) in accordance with the provisions of the preceding paragraph.

- 3.- The final score will be determined by the total points obtained in the second and third parts of the open competition.
- 4.- The maximum expected duration of the selection process is six months. The first part of the selection phase described in Appendix I will be held within a maximum period of four months from the publication of the invitation. All this without prejudice to the publication of a resolution that, in a reasoned manner, agrees to the extension of said deadlines.

FIVE.- Allocation of positions

Once the evaluations of the competition have been completed, the Selection Panel will approve the list of qualified candidates who have passed the selection process, who will be placed in order from highest to lowest score, together with the list of candidates awarded the position whose number may not exceed the number of positions included in the invitation, and will submit it to the convening body for its determination and publication.

SIX.- Selection Panel

- 1.- The Selection Panel for this selection process is the one that appears in point 3 of this section.
- 2.- Pursuant to Article 14 of the Spanish Constitution, the Selection Panel shall enforce strict compliance with the principle of gender equality.
- 3.- The Selection Panel and, in its absence, the Alternate Selection Panel, are composed as follows:

a: Selection Panel: President: M^a Teresa de Miguel Ruiz
Secretary: Godofredo Alonso Calleja
Members: M^a Belén Sánchez González
Miryam Santos Hernández
José Enrique López Prada

b: Alternate Panel: President: Sol Bourgón Camacho
Secretary: M^a José Palomar Bueno
Members: Rosa M^a Fernández Bombín
Gonzalo Hernández Andrés
José M^a Moreno García

- 4.- Membership of the selection panels will always be on an individual basis, and this cannot be held as a representative or on behalf of someone else.
- 5.- It will correspond the consideration, verification, and appreciation of the incidences that could arise in the development of the exercises to the panel, and will adopt the decisions in this regard that it deems pertinent.
- 6.- The activation procedure of the Selection Panel will be adjusted at all times to the provisions of Law 39/2015 of 1 October for the Common Administrative Procedure of Public Administrations, and especially to the rules for the bodies collegiate in Law 40/2015 of 1 October, for the Legal Regime of the Public Sector, in Law 19/2013 of 9 November for transparency, access to public information, and good governance, and in other current provisions. Their skills will be those necessary for their correct functioning, including the marking of the exercises.
- 7.- The Selection Panel has the power to interpret the rules governing this selection process and resolve any incidents that may arise during the course of the selection tests.
- 8.- It must record any agreement that affects the determination of the grades awarded for each exercise in the minutes of its meetings and of the exercises held, and will act in accordance with the provisions of Royal Decree 636/2021 of 27 July which approves the public employment offer for the year 2021.
- 9.- If any candidates with disabilities apply for the tests, the Selection Panel may possibly adapt the format and timing of the tests at the request of an applicant so that the candidate can take them under normal conditions.
- 10.- The Selection Panel shall be constituted at a meeting attended by its chairperson, its secretary, and at least half its permanent or alternate members. It must be constituted in a maximum of thirty days from being appointed.
- 11.- Once the Selection Panel has been constituted, its resolutions need the presence of a majority of its members, permanent or alternate.

- 12.- In carrying out the various phases of the selection process, the Selection Panel may make use of external technical assistance from specialist advisers if it deems this to be necessary.
- 13.- The Selection Panel will comply with the conditions for abstention and recusal stated in articles 23 and 24 of Law 40/2015.
- 14.- Where appropriate, the Selection Panel will make public the correction templates of those selection processes that include tests with alternative answers within a maximum period of three days starting from the end of the specific test.
- 15.- The Selection Panel will apply principles of austerity and diligence when organising and approving the development of the selection processes.

SEVEN.- Submission of documents

- 1.- Before formalising the contract, the selected candidates must submit the following documents within a maximum of twenty business days of the publication of their appointment:
 - a) Affidavit or solemn declaration that they have not been dismissed for disciplinary reasons from the service of any Public Administrations or Constitutional or Statutory Bodies of the Autonomous Communities, or generally or specifically disqualified from public office or employment by judicial resolution.
 - b) Declaration that they are not engaged in any other public or private professional activity that might require prior authorisation or recognition of compatibility with public service and that they do not receive any retirement or other pension acquired as a benefit for public service or under any public or mandatory Social Security regime.
 - c) Academic degree required to obtain the position. Applicants with qualifications obtained abroad must submit the corresponding accreditation or certificate of official approval.
 - d) Official medical certificate confirming that the candidate suffers no illness or physical or psychological conditions that would make it impossible for them to fulfil the job skills and competences required of them.

- e) The additional documentation required to formalise the contract for those candidates applying under Rule Two, section d), point 1.1 of this invitation.

In the event that the selected candidate does not submit the documentation stated in Rule Seven of the invitation within the established period and whatever the reason for not submitting it, does not meet the requirements, withdraws, or does not meet the trial period in these rules, the Organising Panel will award the position to the following according to the order of priority defined in the Resolution of the Presidency of the CNMV for which the list of qualified applicants who have passed the selection process is published in accordance with the criteria established in Rule Five of this invitation.

EIGHT.- Trial period and signing of the contract

- 1.- CNMV staff are subject to the general rules regarding incompatibility of civil servants as well as the specific rules contained in the Internal Regulations of the CNMV and the General Code of Conduct of its members, which, among other things, affect their investments in securities. The application of these rules is explicitly included in the employment contract and the selected candidates will be required to sign these before joining the CNMV.
- 2.- The job will be taken up and started within a maximum period of three months from the publication of the Resolution of the Presidency approving the list of qualified applicants who have passed the selection process and the list of successful applicants.

Once the corresponding contract has been signed, the candidate will join the CNMV within fifteen days of the formal offer issued by the CMNV.

- 3.- The probationary period is two months.
- 4.- At the end of the probationary period, the person selected will become a permanent employee.

NINE.- Job pool

In accordance with the provisions of art. 3.19 of Royal Decree 636/2021 of 27 July, which approves the public employment offer for the year 2021, for the purpose of selecting personnel for the performance of temporary positions in an administrative category, will form a job bank of applicants who have passed at least four of the tests.



The stock exchange order will be established by above all taking the number of tests passed into account. If the same number of tests has been passed, the scores obtained in them will be totalled. If two or more candidates have the same score, the candidate who scored highest in the oral test and personal interview will be preferred.

The list of applicants included in the job bank will be made public and will be valid for 24 months from its publication unless a new invitation ends before this.

Madrid on the 4th of may of 2022

CHAIRMAN

Signed.: Rodrigo Buenaventura Canino

APPENDIX I

INFORMATION AND CONSENT FOR THE PROCESSING OF THE CANDIDATE'S PERSONAL DATA DURING THE PERSONNEL SELECTION PROCESSES.

The NATIONAL SECURITIES MARKET COMMISSION (hereinafter, the CNMV) has launched a selection process for candidates to be subsequently incorporated into the workforce employed.

As a result of your participation in this selection process, you are required to provide certain data and personal documentation, all of which will be processed by the CNMV and, consequently, you are informed below about all aspects relating to the processing carried out on your personal data.

Manager:	NATIONAL SECURITIES MARKET COMMISSION (CIF Q-2891005-G), Calle Edison nº 4, 28006 Madrid. Contact information of the Data Protection Officer http://cnmv.es/portal/quees/Ejercicio-Derechos.aspx
Purpose	The candidate's personal data will be used to identify him or her and allow his or her participation in this selection process, to certify that he or she meets the requirements set out in the process rules, and to send him or her the pertinent communications.
Legitimacy	The CNMV is entitled to carry out this data processing because the mission it performs is in the public interest, involves the exercise of public powers that have been conferred on it, and fulfils legally established obligations.
Recipients	Your data will only be processed by the Selection Panel and by the CNMV departments strictly involved in the processing and assessment of the applications and awarding of the job.
Transfer of data to third parties	Personal data is collected with a commitment to confidentiality, complies with the legally established security measures, and under no circumstances will it be transferred or processed by third parties, individuals, or legal entities without your consent. However, in accordance with the principles of transparency, equality, merit, capacity, and publicity established in Law 7/2007 of the Basic Statute of Public Employees, the results of the tests in which, without stating any other identification of the employee than the application number, the marks obtained in each of the tests will be reported, and their accredited disability status when appropriate.
Retention period	Your data will be kept for the time necessary to process this request, to meet any responsibilities that may arise from the said purpose and from the processing the data. If at least one test has been passed, the data will be kept as part of the job bank. In the event of being awarded the position offered, the data will be kept for the duration of the successful candidate's employment relationship with the CNMV in addition to the document retention periods established in the Spanish archives and documentary heritage regulations.
Rights	As the owner of the data requested in this document, you have the right to access, rectify, delete, and to portability of your data, and limitation on or opposition to its processing. You have the right to file a claim at the Spanish Data Protection Agency if you consider your rights to your personal data have been violated. And if you consider it appropriate, you may contact the CNMV Data Protection Delegate in advance. All of this by applying the procedure described in the following link http://www.cnmv.es/portal/quees/Exercicio-Derechos.aspx .

In processing this data, the CNMV considers that its obligation to inform the candidate of all aspects related to the processing of their personal data within the framework of this selection process has been fulfilled.

APPENDIX II

TEST SUBJECTS

SUBJECT MATTER

- The 1978 Spanish Constitution: Characteristics Constitutional principles and higher values. Fundamental rights and duties. Guarantees and suspension of rights.
- The CNMV (National Securities Market Commission). Competences and organisational structure.
- Documents, registers, and files: Types of documents. Types of registrations and competences. Types of files and organisational criteria.
- Customer service: Reception. Orientation and information. Telephone service. Claims, complaints, and requests.
- Work in the Windows graphics environment, windows, icons, context menus, dialogue boxes. Desktop and items. Start menu. Folder and file management. Searches. This team. Windows accessories. Windows Administrative Tools.
- Word: Main functions and uses. Creating and structuring a document. Management, recording, recovery, properties, and printing of files. Mailing functions. Customisation of the work environment.
- Excel: Main functions and uses. Essential concepts for optimised use of Excel. Workbooks, sheets, and cells. Settings. Entering and editing data. Formulas and functions. Graphs. Tools for analysis and efficient data management. Customisation of the work environment.
- PowerPoint: Main functions and uses. PowerPoint elements and objects. Format, handling, animation, and importing objects. Templates and slide master. Printing presentations.
- Access: Main functions and uses. Database design. Tables and lists of tables. Consultations. Forms. Reports. Lists. Importing, linking, and exporting data.
- Internet. Management and use of the Internet. Internet services. Navigation, favourites, history, and searches.



APPENDIX III

AFFIDAVIT OF COMPETENCES PERFORMED

Mr./Ms. with Spanish National Identity Document:
, Certifies that:

COMPETENCES PERFORMED	COMPANY	PERIOD		TOTAL MONTHS (complete)
		From ...	To	

And for the record, I declare and certify that the information contained herein is true:

In on 2022

Signed:

APPENDIX IV

English-language qualifications recognised by the National Securities Market Commission as allowing exemption from the exercise of the English language provided for in Rule Four, section 2.2.1.

The following table shows the degrees accepted, which must include a minimum of the Listening and Reading skills.

		A2	B1	B2	C1
CAMBRIDGE	General English exams	Key English Test (KET)	Preliminary English Test (PET)	First Certificate in English (FCE)	Certificate in Advanced English (CAE)
	International English Language Testing Service (IELTS)	3.5	4.0-5.0	5.5-6.5	7.0-8.0
EDUCATIONAL TESTING SERVICE	Test of English for International Communications (TOEIC)	225-545 (Listening & Reading)	550-780 (Listening & Reading)	785-940 (Listening & Reading)	945-990 (Listening & Reading)
	Test of English as a Foreign Language Internet Based (TOEFL iBT)	17-38	42-68	72-91	95-120
TRINITY COLLEGE	Integrated Skills in English (ISE)	ISE0	ISE I	ISE II	ISE III