ANNEX II. CALL FOR APPLICATIONS TEMPLATE.

CALL FOR A SELECTION PROCESS TO FILL A POST AT FIBioHRC

Call reference **C-__/2_**
__ _____ 202_

FIBioHRC hereby announces a competitive selection process to fill a post, with the following characteristics and procedure:

I.- POST ADVERTISED:

_____.

II.- CALLING ENTITY:

Foundation for Biomedical Research of the Ramón y Cajal University Hospital.
Carretera de Colmenar KM 9.1, Madrid. Tax ID (CIF): G-83726984.

III.- CONTRACT CHARACTERISTICS:

Employment contract under the Consolidated Text of the Workers' Statute Act (Royal Legislative Decree 2/2015, of 23 October) and the Collective Agreement of the Group of Companies of the Biomedical Research Foundations of the Healthcare Institutions attached to the Madrid Health Service (BOCM of 26 July 2025). Funded by _____ funds.
DURATION: _____.
PLACE OF WORK: Ramón y Cajal Hospital. Carretera de Colmenar KM 9.1, Madrid.
WORKING HOURS AND SCHEDULE: _____ working day. The actual schedule will be set by the person responsible for the Project, according to the Project's needs.
PROFESSIONAL CATEGORY: _____.
REMUNERATION: _____ € gross per year.
PROBATIONARY PERIOD: _ months.

IV.- CANDIDATE REQUIREMENTS AND MERITS:

Those specifically set out in the Job Profile Annex. In addition, candidates who are not EU citizens must hold a valid work permit at the time of applying and for the duration of the contract.

V. SUBMISSION OF APPLICATIONS:

1. Applications must be submitted by email, as PDF files, to rrhh.fibhrc@salud.madrid.org. They may also be submitted on paper at the General Registry of the Foundation for Biomedical Research of the Ramón y Cajal University Hospital, Carretera de Colmenar KM 9.1, Madrid, located on Floor -2 Right.
2. The application period is 12 calendar days from the date of publication of this call.
3. Content of the application:
It will include the following information:

- Candidate's full name, address, email and telephone number.
- Reference number of this call (shown at its top right), and the full title of the post applied for.
- Main qualification and year of completion.
- Date of the application and candidate's signature.

4. The following will be attached to the application:

- A standardised summary CV (without supporting documents), stating training and professional experience with a description of the duties performed, as well as any information the applicant considers relevant to show their suitability for the post offered.
- A cover and/or motivation letter, if desired.

The total size of the files may not exceed 2 MB.

5. Where the candidate expressly requests it in the heading of their application, both their participation in the selection process and the documentation they submit will be treated as confidential, internally and externally, by FIBioHRC and by all persons involved in the selection process, without prejudice to the due record of the existence and objectivity of the process. This confidentiality will cease to apply if the candidate is selected or takes any action that waives it.

6. Submitting an application implies full and unconditional acceptance of the terms governing it and constitutes a responsible declaration of the truthfulness of its contents.

VI. SELECTION COMMITTEE:

- The person designated by the Management of FIBioHRC will chair the Committee.
- The person responsible for the Project (PI).
- One member, proposed by the Management of IRYCIS.

The person responsible for the project (PI) may delegate this role to another member of the research team involved in the Project.

VII. SELECTION PROCESS. ASSESSMENT OF APPLICATIONS:

1. All applications received will be handed over by the person in charge of registering them to the Selection Committee, which will admit those submitted on time and in the proper form and, where applicable, exclude those that were not, recording the reason for exclusion in the minutes. Applications will then be assessed, starting with the minimum requirements established, excluding those that do not meet them and recording the reason for exclusion in the minutes.

2. Next, the candidates' training merits, professional experience and suitability for the post will be assessed, freely appraised by the Committee to the best of its knowledge and judgement, until it reaches a proposal in favour of the person most suitable for the post offered.

3. At any point in the process, the Committee may, when it deems it necessary and for one, several or all candidates, request supporting documentation, additional information or any type of clarification on the merits and circumstances set out in the CV; request references from the candidates; request (non-binding) reports or assessments from bodies or experts in the subject matter of the contract; ask candidates to prepare and/or present an action plan related to the post; and hold personal interviews.

4. The Committee will draw up brief minutes recording the relevant elements of the process: admissions and exclusions, actions taken among those described in the previous paragraph, the person proposed to fill the post, and the merits of suitability for the post identified in the selected person.

VIII. RESOLUTION:

1. The call will be resolved with the Award Proposal for the post within a maximum of one month from the day following the end of the application period. At the Committee's discretion, this period may be extended to up to twice its initial length when required by any of the actions described in section VII-3.

2. At the Committee’s discretion, the Call may be:

- Cancelled in full of modified in any of its terms, at any point in the process, if supervening causes so require. In the event of modification, a new period of 7 calendar days will be granted to submit or amend applications in accordance with the changes made to the terms.
- Declared void when, in the Committee's judgement, none of the candidates is sufficiently suitable for the post.

3. The resulting decision will be notified personally to the selected person and, for general information and in line with FIBioHRC's transparency policy, will be published on the IRYCIS website (www.irycis.org/es/irycis/fundacion/empleo), as well as by any other means the Foundation deems appropriate.

4. The Committee's decision may not be appealed before the Committee itself. However, anyone who needs to may submit objections to the Presidency of the Foundation when:

- The Committee has breached or disregarded any decisive provision of the call.
- The candidate was excluded before the assessment of merits through error or unjust cause.
- It is known and can be shown that the selected person made a false statement regarding any attribute decisive for their selection.

Objections to the Presidency may be submitted within a maximum of 7 calendar days from publication of the decision. The holder of the Presidency of the Foundation, having considered the objections, will act as deemed necessary to establish the facts, rectify, roll back or validate actions, or even annul the process. The Presidency's decision will be final and definitive.

5. The Award Proposal in favour of the selected person does not in itself create rights or obligations for that person until the corresponding employment contract is signed in accordance with employment legislation and the Foundation's internal rules.

Madrid, __ _____ 202_

THE DIRECTOR OF THE FOUNDATION,

Laura Barreales Tolosa

CERTIFICATION: This is to certify that on this call was posted on the IRYCIS website.
Deadline: 3 p.m. on .