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|  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **INSTRUCCIONES DE CUMPLIMENTACION:**  Respetar el formato sugerido en cada celda. No incluya o relacione ningún mérito del que no tenga justificación documental, ni cuya consecución/certificación final sea posterior a la finalización del plazo de instancias.  Deberá presentar este formulario y su documentación acreditativa, atendiendo al orden de los apartados de este formulario, junto con la solicitud y el resto de documentación requerida para formar parte del proceso selectivo. | | | | | | | | | |  | |  |  | | | | | | |  | |  |  | | | | | | | N.I.F | |  | APELLIDOS, NOMBRE | | | | | | | EXPONE: Que de conformidad con lo establecido en la convocatoria, se aporta junto con la instancia, manifestación de méritos susceptibles de ser valorados en el concurso de méritos, procediendo con lo establecido en las bases número 4.3 y 7 de la convocatoria, a la autobaremación de los méritos.  Por todo ello, **DECLARA:** Bajo su expresa responsabilidad, que son ciertos los datos consignados en el presente modelo de autobaremación de méritos, asumiendo, en caso contrario, las responsabilidades a que hubiera lugar. | | | | | | | | | | **7.1. FASE PRIMERA - MERITOS PROFESIONALES - *(Máximo 9 Puntos)*** | | | | | | | | | | 7.1.1.: Servicios prestados en el Ayuntamiento de Villanueva de la Cañada como personal funcionario interino o como personal laboral temporal o indefinido no fijo en una plaza con funciones idénticas o similares a la convocada, a razón de 0,50 puntos por cada año de servicio o fracción superior a 6 meses, hasta un máximo de 5 puntos. | | | | | | | | | | DOC. Nº | Departamento | | | Fechas Inicio-Fin  aa/mm/aa-aa/mm/aa | Nº años o fracción > 6 meses | Nº Puntos | | Comprobación del Tribunal | |  |  | | |  |  |  | |  | |  |  | | |  |  |  | |  | |  |  | | |  |  |  | |  | |  |  | | |  |  |  | |  | |  |  | | |  |  |  | |  | |  |  | | |  |  |  | |  | |  |  | | |  |  |  | |  | |  |  | | |  |  |  | |  | |  |  | | |  |  |  | |  | |  |  | | |  |  |  | |  | |  |  | | |  |  |  | |  | |  |  | | |  |  |  | |  | | Méritos Profesionales  Apartado 7.1.1. | | | | Puntuación 7.1.1.: | | Suma puntos | |  | |  | | | | | | | | | | 7.1.2.: Servicios prestados en otras Administraciones Públicas como personal funcionario interino o personal laboral temporal o indefinido no fijo en una plaza con funciones idénticas o similares a la convocada, a razón de 0,50 puntos por cada año de servicio o fracción superior a 6 meses, hasta un máximo de 3 puntos. | | | | | | | | | | DOC. Nº | Administración | | | Fechas Inicio-Fin  aa/mm/aa-aa/mm/aa | Nº de años o fracción > 6 meses | Nº Puntos | Comprobación del Tribunal | | |  |  |
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|  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 7.1.3.: Experiencia acreditada en manejo de herramientas o aplicación informática de tramitación de expedientes administrativos relacionados con las funciones de la plaza convocada o en materia de permisos y licencias de personal, durante un tiempo no inferior a 6 meses, a razón de 0,05 puntos por mes, hasta un máximo de 1 punto. | | | | | | | | | | DOC. Nº | Herramienta/Aplicación | Fechas Inicio-Fin  aa/mm/aa-aa/mm/aa | | | Nº de años o fracción > 6 meses | Nº Puntos | Comprobación del Tribunal | | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | |  |  |  | | |  |  | |  | | Méritos Profesionales  Apartado 7.1.3. | | Puntuación 7.1.3.: | | | | Suma puntos | |  | | A: TOTAL MERITOS PROFESIONALES: (7.1.1. + 7.1.2. + 7.1.3.) : | | | | | | Suma Total de Puntos | |  | |  | | | | | | | | | | **7.2. FASE SEGUNDA - MERITOS ACADEMICOS Y FORMACION - *(Máximo 6 Puntos)*** | | | | | | | | | | 7.2.1): Formación General: Cursos de Formación y Perfeccionamiento: se valorarán acciones formativas, titulación de formación profesional, universitarias y titulaciones de expertos y máster universitarios, debidamente acreditados, atendiendo a las bases específicas para las plazas convocadas en función de las horas de formación, con un máximo de 2 puntos, a razón de:  .- Cursos de hasta 20 horas: 0,10 puntos.  .- Cursos de 21 a 40 horas: 0,20 puntos.  .- Cursos de 41 a 60 horas: 0,30 puntos.  .- Cursos de 61 a 100 horas: 0,40 puntos.  .- Cursos de mas de 100 horas: 0,50 puntos | | | | | | | | | | DOC. Nº | Denominación Curso | | | Nº de horas | | Nº Puntos por curso | | Comprobación del Tribunal | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | | Méritos Académicos- Formación  Apartado 7.2.1. | | | Puntuación 7.2.1. : | | | Suma puntos | |  | |  | | |  | | |  | |  | | 7.2.2): Formación Específica: Se valorarán las acciones formativas directamente relacionadas con las tareas o funciones de los puestos que se convocan, a razón de 0,50 puntos máximo, por cada curso debidamente acreditado con un mínimo de 5 horas. Solo se valorará una acción formativa por materia: Máximo 3 puntos. | | | | | | | | | | DOC. Nº | Denominación Curso | | | Nº de horas | | Nº Puntos por curso | | Comprobación del Tribunal | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | |  |  | | |  | |  | |  | | Méritos Académicos-Formación  Apartado 7.2.2. | | | Puntuación 7.2.2: | | | Suma puntos | |  | |  | | | | | |  | |  | | 7.2.3.: Otros Méritos: Se valorará adicionalmente, a razón de 1 punto, la Especialización en la materia de Marketing y Comunicación Institucional desde las Administraciones Públicas: 1 punto (Máximo). | | | | | | | | | | DOC. Nº | Denominación Especialización | | | | | Nº Puntos | | Comprobación del Tribunal | |  |  | | | | |  | |  |  | | Méritos Académicos-Formación  Apartado 7.2.3. | | | Puntuación 7.2.3. : | | | Suma puntos | |  | | B: TOTAL MERITOS ACADEMICOS Y FORMACION: (7.2.1. + 7.2.2. + 7.2.3.) : | | | | | | Suma Total de Puntos | |  | | RESULTADO DE LA AUTOBAREMACION (A + B) : | | | | | | Suma Total de Puntos | |  | |  |

Vva. de la Cañada, a , Firmado: