

# GUIA DE EMPLEO EN EL TERCER SECTOR

2019





## ¿BUSCAS EMPLEO EN EL TERCER SECTOR?

- - - - X

@Ug'cf[ Ub]nUWcbYg'bc '[ i VYfbUa YbHU'Yg'mcfUg'YbhXUXYg'gcWU'Yg'Vi gWUb'dYfZ]Yg'Wcbs  
i bU'hfUmYWcf]U'dfcZYg]cbU'WUXU'j Yn'a ág'YI ][ YbhY"s

7cb'YghU'[ i U'XY'Ya d'Yc'dcXfâg.ss

- 7cbcWf'Ug'áfYUg'XY'Ya d'Yc'Yb'Y'HYfWf'GYWcf'Yb'Ug'ei Y'a ág'cZffUg'gY'di V'jWUb"ss
- GUVYf'Ug'Wca dYh'bwUg'a ág'fYei Yf]XUg"ss
- CVh'byf'jXYUg'dUfU'\UWf'i bU'V gei YXU'XY'Ya d'Yc'YZYWj] U"

# ÍNDICE

- - - - x

DF 9G9BH57 μB (s

EI < '9G'I B5'CB; 'MCHF 5G'9BH-8589G'GC 7 -5@9G (s

EI < 'B979G+HC 'D5F 5 'HF 565>5F '9B '9@H9F 79F 'G97HCF 3 )s

uF 95G'89'9A D@9C '9B '9@H9F 79F 'G97HCF \*s

uF 95G'9B '@5G EI 9'A uG'C: 9F H5G'G9'DI 6@7 5B -s

@5 'A DCF H5B7 -5'89 '@5G'7 CA D9H9B7 -5G'9B '@5'6I GEI 985'89'9A D@9C -s

6I G75F 'HF 565>C '9B '9@H9F 79F 'G97HCF .: 7μA C '@C' <5; C3 %s

7F 95'I B'7I FF;7I @ A 'FF 9G-GH-6@9 %s

75F H5'89'A CH= 57 μB 'MDF 9G9BH57 μB %s

7I -85'HI G'F 989G'GC 7 -5@9G %\*s

7μA C 'HF ≠ B: 5F '9B 'HI '9BHF 9J -GH5'89'HF 565>C %+s

9B 7I 9BHF 5 'HF 565>C '9B ' < 579G: 5@H5 %s

; F 57 -5G° &&

# PRESENTACIÓN

- - - - x

I b'U' c'a âg'XYgXY' <UW'gZ'U'cf' '9a d'Yc'žZi hc'XY'bi YghfU'Uf' U'fUmY'Wcf'U'miYI dYf'YbW'Us  
fU'U'UbXc'dUfU'WbU'jnf'Y'a Y'cf'fU'Ybhc'XY'cg'dfcZ'g]cbU'Yg'XY'HYfW'f'GYW'cf'\UW'U'Ugs  
cf' [Ub]nUW]cbYg'mYbh]XUXYg'gcW'U'Ygž\Ya cg'Y'UVcfUXc'i bU'[ i U'XY'Ya d'Yc'a i mW'ca d'Yh]U"ss

Bi Yghfc'df]bW]d'c'vY'hj c'W'cb'YghU'[ i U'Yg'cf]YbhU'fY'Yb'hi 'V'gei YXU'XY'Ya d'Yc'Yb'Y'HYfW'fs  
GYW'cf'"CZYW'fY'Yb'i b'a ]ga c'i [ Uf'i bU'gYf]Y'XY'j]bZ'fa UW' b'gcVfY'Y'gYW'cf'mU'[ i bcgs  
W'cbgY'cg'dUfU'ei Y'YbW'YbhYg'Y'i [ Uf'XcbXY'ei ]YfYg'XYgU'ff'U'f'hi 'W'ffYfU'dfcZ'g]cbU'ž'Us  
Wli gU'W'cb'U'ei Y'ei ]YfYg'W'UVcfU'f's

<Ya cg'fY'W' [Xc'j i Yghfc'ZYXVUW'U'c'U'f' [c'XY'hcXc'Y'U' c'ž] i YghfUg'Xi XUg'gcVfY'Y'gYW'cf'ms  
j i Yghfc'g'a ]YXcg'c'fY'W'cgž'mYgY'\U'g]Xc'bi Yghfc'di bhc'XY'dU'f]XU'U'dcbYfbcg'U'Y'UVcfU'f'YghUs  
[ i UžXY'a UbYfU'ei Y'fU'f'XY'fYg'dcbXY'f'U'a i W'Ug'XY'YgUg'W'Ygh]cbYg'mdUfU'ei Y'cg'fY'gi 'hY'cs  
a âg'gYbW'U'mi h'j'dcg]V'Y'mcg'Ub]a Yžcg'a ch]j Y'mcg'Umi XY'XY'j YfXUX'Yb'j i YghfUs  
V'gei YXU'XY'Ya d'Yc's



## QUÉ ES UNA ONG Y OTRAS ENTIDADES SOCIALES

- - - - x

7 UXU'j Yn'a âg'Y'HYfW'f'GYW'cf'W'VfY'i bs  
YgdYW'fc'a i mUa d'jc'XY'Ybh]XUXYg'g]b'âb]a c'XYs  
i W'cf'mYa d'fYgUg'XY'gYW'cf'd'f]j UXC'XYX]WUXUgs  
U'X]ZYfYbhYg'Z]bYg'gcW'U'Ygž'a YX]cUa V]YbhU'Ygžs  
YhWs

S

S

; i ]U'XY'Ya d'Yc'&\$%

### 9bh[XUXYg'g]b'áb]a c'XY'i Wfc

I bU'XY'Ug'WUg]Z]WU]cbYg'ei Y'gY'UWb'X]gh]b[ i Y'Yb'fY'Ug' ]bgh]h W]cbYg'ei Y'XYZ]YbXYb'ns  
fUUV'Ub'dcf'cg']bhYfYg'g'XY'gi g'UZ']UXcg#Ugž'Wca c'Ug'UgcW]UW]cbYg'XY'j YW]bcg#Ug/m'Ug'ei Ys  
fUUV'Ub'U'Z]j cf'XY'gYW'cfYg'ei Y'gi ZYb'YI Wi g] b"s

s

### H]dgc.s

- 5gcW]UW] b.'cf[ Ub]nUW]cbYg'XY'dYfgcbUg'Wcbgh]h ]XUg'dUfU'XYgUffc'Uf'i b'XYH'fa ]bUXcs  
Z]b'Yb'W U'ei ]Yf'áa V]rc'fgUb]XUXžYXi WUW] bža YX]c'Ua V]Yb'Yž'YHWE's
- : YXYfUW] b.'Yg'U'UgcW]UW] b'XY'UgcW]UW]cbYg'"Gi g'Wca dcbYb'fY'gcb'↑ fX]Wcg'Yb'j Yns  
XY'Zg]Wcg"s
- : i bXUW] b.'Ug'cf[ Ub]nUW]cbYg'Wcbgh]h ]XUg'g]b'áb]a c'XY'i Wfc'ei Yž'dcf'j c'i bhUX'XYS  
gi g'WYUXcfYg#Ug'h]YbYb'UZ]WUXc'XY'a cXc'Xi fUXYfc'gi 'dUhf]a cb]c'U'U'fYU']nUW] b'XYS  
Z]bYg'XY' ]bh'fög' ] YbYfU"s
- CB; . Ygi bU'cf[ Ub]nUW] b'g]b'áb]a c'XY'i Wfc'Wcb'cV'Yhj] cg'mZ]bYg'XYZ]b]Xcg'dcf'Ugs  
dYfgcbUg'Z] bXUXcfUg"s

s

### 9a dfYgUg'gcW]U'Ygs

Gcb'Uei Y'Ug'ei Y'h]YbYb'i b'ja dUW'c'dcg]hj] c'Yb'Y'a YX]c'Ua V]Yb'Y'mYb'U'gcW]YXUXžUXYa ágs  
XY'gYf'fYb'fU'Yg'Wca c'bY[ cW]c'"9gh'Y'a cXY'c'gi dcbY'i b'bi Yj c'dUfUX][ a U'XYb'f'c'XY'a i bXcs  
Ya dfYgUf]U'XcbXYž'Ugh'U'U'cfUž'gY'UgcW]UVU'Ya dfYgU'gc'c'Wcb'VYbYZ]W]c'mYb'h]XUX'Wcb'j U'cfYgs  
gcW]U'Yg"s

## ¿QUÉ NECESITO PARA TRABAJAR EN EL TERCER SECTOR?

- - - - X

7ca c'Yb'hcXcg'cg'áa V]rcgži b'7J'cf]Yb'UXc'U'Yb'Wcb'fUf'Ya d'Yc'Yb'Y'HYfW'f'GYW'cf'h]Yb'YS  
U[ i bUg'dUfh]W'Uf]XUXYg'ei Y'h'Umi XUfáb'U'XYghUW]f'Yb'fY'cg#Ug'WUbx]XUrcg#Ug'XY'i b'dfcW]gcs  
XY'gY'YW] b'XY'i bU'Yb'h]XUX.s

s

- JcWUW] b'gcW]U'. di YXYg'gYf'WcW]bYfc#Už'Y'YW'f]W]ghUž' [ Yghcf#U'XY'F F << 'cs  
UXa ]b]ghfU]h] c#U'mei YfYf'fUUV'Uf'Yb'Y'HYfW'f'GYW'cf'ž'bc'ja dcfU'"9I ]gh'U'Z]U'gUs  
W'fYb'W]U'XY'ei Y'g'c'cg#Ug'W'cdYf'Ub'h]g'm'fUUV'U'XcfYg#Ug'mYXi WUXcfYg#Ug'gcW]U'Ygs  
di YXYb'U'UW'f'cž'dYfc'bc'"HcXc'c'ei Y'bYW'f]g]Ug'Yg'W'fYf'Yb'U'W]i gU'dUfU'U'ei Y'fUUV'Us  
h'cf[ Ub]nUW] b'mYghUf'V]Yb'Zcfa UXc#U'Yb'hi 'dfcZYg] b"ss



; i ]U'XY'Ya d'Yc'&\$%

- : cfa UW] b. 'Wca c'dUfU'chfcg'gYwfcYgž'c'a âg]a dcfU'bhY'Yg'hYbYf'U'Zc'fa UW] bs bYwW'gUf]U'dUfU'XYgYa dY Uf'Ug'Z' bW]cbYg'XY'di Yghc'U'ei Y'Ud'jWUg"ss  
s
- Æ]ca Ug. XYdYbXY'XY'dYfZ]'mXY'di Yghc'ždYfc'gi Y'Y'gYf' h]'gUVYf'U'a Ybcg'i b']X]ca Uš UXYa âg'XY'h' 'Yb[ i U'a UH'fbUž'nU'ei Y'a i W'Ug'cf[ Ub]nUW]cbYg'h]YbYb'dfcm'Ywfcg'Ybs c'hfcg'dU'gYg'mbYwW'g]hU'Wca i b]WUf'gY'Wcb'Ug'dYfgcbUg'ei Y'Ygh'ab'Yb'Y'cg'WUg]'Us X]Uf]c"s  
s
- J c'i bHUF]UXc. 'hYbYf'YI dYf]YbW]Ug'XY'j c'i bHUF]UXc'Yb'h' 'W'ff'W' i a 'X]fâ'j Uf]Ug'Wc'gUg'XYs h]'@U'df]a YfU'Yg'ei Y'Wc'bc'W'g'Y'gYwfc'f'XYgXY'XYb'hc'ž'W a c'Z' bW]cbU'U'g's c'f[ Ub]nUW]cbYg'mY'di b'hc'XY'j ]gh'XY'Ug'dYfgcbUg'j c'i bHUF]Ug"Dcf'chfc'UXc'žei Y'\Ugs UXei ]f]Xc'Wca dY'h'YbW]Ug' h]'Yg'dUfU'Y'XYgYa dY c'XY'h'g'Z' bW]cbYg'U'VcfU'Yg"ss  
s

## ÁREAS DE EMPLEO EN EL TERCER SECTOR

- - - - X

9b'<UW'gZ]hU'cf[ '9a d'Yc'Ug'cZ'fU'g'gY'Yb[ 'cVUb'Yb'%%WUHY[ cf Ug'c'áfYUg"HY'Wc'bhUa cgs W'â'Yg'gcb'mei ö'h]dc'XY'cZ'fU'g'gY'di V']WU'Yb'W'XU'i bU'XY'Y'Ug'dUfU'ei Y'gYdUg'X bXYš dcg]V'Ya Ybh'ž'Yb'Wc'bhU'fâg'Ug'cdc'f'i b]XUXYg'ei Y'a âg'h'Y]bh'fYgYb"9b'U[ i bcg'WU'g'c'g'ž'U[ i bUgs cZ'fU'g'dcf'gi g'WU'fU'W'Y'f'gh]WU'g'mY'dYfZ]'ei Y'Vi gWU'U'Yb'h]XUX'ž'di YXYb'Ygh'U'f'Yb'Xcg'c'f'Yg'XYs Ygh'U'g'áfYUg'U'a ]ga c'h]Ya dc.s

s

- ! 5Xa ]b]ghfUW] b'mZ]bUbnUg. 'gY'fYei ]YfYb'dYfZ]'Yg'Wc'b'YI dYf]YbW]U'Yb'Wc'bhU'V']XUXš [ Ygh] b'Z]bU'W]YfU'mUXa ]b]ghfU'hj U'Y' ]bW] gc'Yb'c'WU]cbYg'U[ i bUg'cZ'fU'g'XY'Ygh'Y'áfYUs gc'W]hU'YI dYf]YbW]U'Yb' [ Ygh] b'U'VcfU' fb a ]bUg'ž'Wc'bhU'fcg'""E'GY'fU'U'XY'i bU'XY'U'g's d'f]bW]dU'Yg'áfYUg'dUfU'Y'Vi Yb'Z' bW]cbUa ]Yb'hc'XY'i bU'cf[ Ub]nUW] b"ss  
s
- ! 5hYbW] b'8]fYWU. 'gi Y'Y'gYf'Y'áfYU'Yb'Y'ei Y'a âg'cZ'fU'g'gY'di V']WU'Y'XYV]Xc'U'ei Ys Yb[ 'cVU'U'X]j Yfgcg'dYfZ]'Yg'dUfU'di Yghc'g'XY'fU'hc'X]fYwfc'Wc'b'cg#Ug'VYbYZ]W]Uf]cg#Ug'ms i gi Uf]cg#Ug'XY'Ug'áfYUg'XY'U'h'YbW] b'gc'W]U'ei Y'W'V'fU'U'g'Yb'h]XUXYg"GY'gi Y'Ybs gc'W]hU'f'dYfZ]'Yg'Wca c.'a cb]hc'fYg#Ug'ž'YXi WUXc'fYg#Ug'gc'W]U'Yg'ž'fU'U'UXc'fYg#Ug'gc'W]U'Yg'ž' h'fU'dYi hU'g'c'W' dU'W]cbU'Yg'ž']bh'Y[ fUXc'fYg#Ug'gc'W]U'Yg'ž'dfc'Z'Ygc'fYg#Ug'ž'dYXU[ c[ cg#Ug'ž' gU'U]hU'f]cg. YbZ'fa Yfcg#Ug'ž'Z]g]ch'fU'dYi hU'g'ž'dg]W'c[ cg s

; i JU'XY'Ya d'Yc'&\$%

! 7ca i b]WUW] b'miA Uf\_Yh]b[ .''Ug'Ybh]XUXYg'gUVYb'ei Y''U'Wca i b]WUW] b'Yg'Vág]WU'fUbtcs  
U'b]j Y''j]bhYfbc'Wca c'YI h'fbc'dUfU'XUf'U'Wc'bc'Wf'gi g'dfcm'Wc'gž'WJa dU Ugž'dUfUs  
Wc'bgY[ i ]f'ei Y'a ág'dYfgcbUg'gY'i bUb'U'gi 'WLi gU''''Dcf'Ygc'Ygh'áfYU'Yg'i bc'XY''cg'ei Ys  
a ág'dfcbU[ cb]ga c'Yghā'UXei ]f]YbXc'XYbhf'c'XY''Ug'Ybh]XUXYg''M'WUXU'j Yn'gY'XYa UbXUbs  
a ág'dYfZ]Yg'YgdYWU]nUXcg'Yb'Wca i b]WUW] b'miYb'Y''āa V]rc'X][ ]hU'ž'dYfgcbUg'Wc'bs  
Wc'bc'WJa ]Ybhc'g'XY'a Uf\_Yh]b[ 'cb']bY'f'f'cg]W]cbUa ]Ybhc'Yb'Vi gWUXcfYgž[ ]Ygh] b'XY'fYXYgs  
gcW]U'Ygž[ ]Ygh] b'XY'WU'U'Yg'Ui X]c] ]gi U'Ygž'Ubā']g]g'XY'XU'c'gž'Yh'W' 9b'Ygh'UdUfU'Xcs  
YbWc'bfUf'āg'c'Z'f'f'Ug'Wca c'F'Ygdc'bgUV'Y'XY'Wca i b]WUW] bž7ca a i b]miA UbU[ ]fž'Gc'W]U's  
A YX]U'A UbU[ ]fž'F'Ygdc'bgUV'Y'XY'Wca i b]WUW] b']bh'fbUž; Ygh'f'XY'Wc'bh'Yb]Xcg'k YVžs  
; Ygh'f'XY'WJa dU Ug'cb']bY s

S

! 7ccdYfUW] b.'Yb'Ygh'áfYU'YbWc'bfUf'āg'c'Z'f'f'Ug'dUfU'fU'U'U'f'Yb'h'f'f'bc'ž'Yb''cg'dU'gYgs  
XcbXY''Ug'Ybh]XUXYg'h]YbYb'dfcm'Wc'g'XY'Wc'dYfUW] b']bh'fbUW]cbU'm'c' [ ]Ygh]cbUb'W'f]g]gs  
\i a Ub]hUf]Ug''@cg'dYfZ]Yg'ei Y'gY'gc']W]hU'b'dUfU'Ygh' h]dc'XY'di Ygh'c'f'Yei ]YfYbs  
YI dYf]YbW]U'dfYj ]U'Yb'h'f'f'bc'ža UbY'c'XY'X]ca Ug'mž'Yb''U'a Um'f'U'XY'WU'g'c'gž'Z'c'fa UW] bs  
gi dYf]cf'fY'UW]cbUXU'Wc'b''U'Wc'dYfUW] b''ss

S

! 8]fYVW] b'mi7ccfX]bUW] b.'i b'áfYU'dUfU'dfc'Z]g]cbU'Yg'Wc'b'Ua d']U'fU'm'Wc'f]U'ms  
YI dYf]YbW]U'Yb' [ ]Ygh] b'XY'Ybh]XUXYg'miXY''HY'W'f'GY'Wc'f'ž'YI dYf]YbW]U'Yb' [ ]Ygh] bs  
Ya dYfYgUf]U'ž]ja d'UbH]W] b'miXYgU'f'c''c'XY'dfc'W'g'c'gž'a YX]W] b'XY'ja dU'Wc'm'f'Ygi 'fUXcgžs  
[ ]Ygh] b'XY'Yei ]d'cg''GY'f'fU'U'XY'dYfZ]Yg'a i mW'U']Z]WUXcg''ss

S

! : i bXfU]g]b[ .''U'fYWLi XUW] b'XY'Z'cbXcg'g][ i Y'g]YbXc'WUj Y'mi bU'XY''Ug'df]bW]dU'Yg'j Ugs  
XY'Z]bUbW]UW] b'XY''U'a Um'f'U'XY'Ybh]XUXYg'XY'h'f'W'f'g'Y'Wc'f''9b'Ygh'áfYU'gY'gc']W]hUbs  
dYfZ]Yg'fY'UW]cbUXcg'Wc'b'Wca i b]WUW] bž'a Uf\_Yh]b[ ž'UXa ]b]g]fUW] b'XY'Ya dYfYgUgžs  
YgdYW]U]g]hUg'Yb'WUdH]W] b'XY'gc'W]cg'mYb'fY'UW] b'Wc'b'Ya dYfYgUg''s

S

! ; Ygh] b'XY'dfcm'Wc'g.'Yb'Ygh'UdUfU'Xc'ž'Yb' [ YbYfU'ž'gY'di V']WU'b'di Ygh'c'XYs  
f'Wb]Wc'g#Ug'XY'dfcm'Wc'g'Wc'b'YI dYf]YbW]U'm'Z'c'fa UW] b'YgdYW]W]Yb'fYXUW] bžs  
Y'UVcfUW] b'migY[ i ]a ]Ybhc'XY''cg'dfcm'Wc'g'XY''Ug'Ybh]XUXYg'ž'dUfU'fU'U'U'f'Yb'c'Z]W]bU'cs  
Yb'h'f'f'bc''B'c'fa U'a Yb'h'gY'gc']W]hU'b'Wc'bc'WJa ]Ybhc'g'c'V'fY' [ ]Ygh] b'XY'gi Vj YbW]cbYgs  
Ygh]U'Yg'Y']bh'fbUW]cbU'Yg'm'c'f'Ug'Z'Yb'h'g'XY'Z]bUbW]UW] b''5XYa ágž'Yg]ja d'c'f'U'bh'Y'h'Yb'Yfs  
i bU'j ]g] b [ 'c'VU'UbU' h]W]m'Ygh'f'U'f' [ ]W]g]'U'mei Y'X]gY Uf'bi Yj cg'dfcm'Wc'g'ms  
dfc[ fUa Ug''ss

; i ]U'XY'Ya d'Yc'&\$%

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! -bZcfa ah]WU'mhYWbc`c[ U.'dYfZ]Yg'höWb]Wcgz]bZcfa ah]Wcg#Ugz]b[ Yb]Yfcg#Ug'XYS  
h'YWca i b]WU]cbYg""Di Ygfcg'df]bW]dU'a Ybh'XY'XYgUffc`c'mia Ubh'ba ]Ybrc'XYS  
dfc[ fUa Ug]bZcfa ah]Wcg'miXY`Ug'da[ ]bUg'k YV""MUdUfhY'XY`dYfZ]`di fUa Ybh'höWb]WcgZ'Ybs  
a i WUg'cWUg]cbYg'gY'gc`]W]hUb'dYfZ]Yg'XY'Zcfa UXcfYg'Yb'W Ygh]cbYg'höWb]WUg.s  
dfcZYgc#U'XY ]bZcfa ah]WUz'Zcfa UXcf#U'XY'dfcnYWc'X][ ]hU` s  
s

! @Y[ U.'gY'Vi gWU'b'dYfZ]Yg'Wc'b'Zcfa UW] b'mYl dYf]YbW]U'Yb'UgYgc f U'↑ f X]WU'dUfU`cgs  
X]ZYfYbh'g'Wc'YW]j cg'Wc'b`cg'ei Y'fUUVU'Ub`Ug'Ybh]XUXYg.'a i YfYgz'dYfgcbUg'fYZ [ ]UXUgzs  
dYfgcbUg'Yl fU'b'YfUgz'YhW'9g'dfYW]gcZ'dUfU'cdUfU'U'YghY'h]dc'XY'di YgfcgZ'Wc'bc'Wf'V]Ybs  
Y'Wc'YW]j c'Wc'b'Y`ei Y'gY'fUUVU'Uz'UdUfU'Y` [ ]WUa Ybh'Z'XY'Wc'bc'W]a ]Ybrc`Y[ ]g'Uh]j c"s  
HUa V]öb'gY'di V]WU'b'Yb'YghY'áfYU'di Ygfcg'fY'UW]cbUXcg'Wc'b`U'[ Ygh] b'XY'F F << 'miXYS  
]bW]XYbW]U'dc`h]WU"ss  
s

! DYfgcbU'XY'gYfj ]W]c.'cfU'XY`Ug'áfYUgz'↑ brc'Wc'b'5H'bw] b'8]fYWUz'Yb`U'ei Y'a ägs  
cZYfUg'gY'gi Y'Yb'di V]WUf'mfY'UW]cbUXU'Wc'b`cg'gYfj ]W]cg'ei Y`Ug'Ybh]XUXYg'cZYfW'b'Us  
gi g'VYbYZ]W]Uf]cg#Ug'c'i gi Uf]cg#Ug"9bWc'bfUfäg'di Ygfcg'Wc'a c.'W ]XUXcfYg#Ugz  
Wc]W]bYfcg#Ugz'dYfgcbU'XY`ja d]YnUz'dYfgcbU'dUfU'fUbgdc'fY""MU[ i b'cg'ei Y'fUa V]öbs  
dcXfUg'Yb'Wc'bfUf'Yb'5H'bw] b'8]fYWU'Wc'a c'dYfgcbU'gc]W]cgU]b]hUf]cZ'dg]W`c[ cg#Ugz  
a cb]rc'fYg#Ug s  
s

! F F << 'mi; Ygh] b'XY'dYfgcbUg.'Yb'YghY'UdUfU'Xc'gY'Vi gWU'b'dYfgcbUg'dUfU'fUUVU'Uf'Ybs  
XYdUfU'a Ybrcg'XY'F YW'fgcg`<i a Ubcg'mz'Wc'a c`Ug`UVcfYg'gcb'X]j YfgUgz] Yfäg'cZYfUgS  
Yb`Ug'ei Y'gc`]W]hYb'dg]W`c[ cg#Ugz'Ygd'YW]U]ghUg'Yb'XYfYW'cZ'höWb]Wc]g#Ug'XY'Ya d'YcZs  
dYfgcbU'dUfU [ Ygh]cbYg'UXa ]b]ghfU]h] Ugz'Wc'bgj'rc'fYg'c`]bWi gc'Xc'W'bh'g'XY'F YW'fgcgs  
<i a Ubcg"ss  
s

! GYbg]V]']nUW] b.'Ug'fUfYUg'fY'UW]cbUXUg'Wc'b`U'gYbg]V]']nUW] b'fYei ]YfYb'dYfZ]Ygs  
fY'UW]cbUXcg'Wc'b`U'Wc'a i b]WU] bZ'a Uf\_Y]h]b[ 'midi V]W]XUXZ'df]bW]dU'a Ybh'Z'dUfUs  
di Ygfcg'XY'[ Ygh] b'mWc'c'fX]bUW] b'XY'WUa dU Ug'XY'gYbg]V]']nUW] b'm#c`]bW]XYbW]Us  
dc`h]WU"9gcg'gcb`cg'h]dcg'XY'di Ygfcg'ei Y'j Yfäg'mhUa V]öb'a i W'cg'XY'WUdU'Xc'fYg#Ugs  
XY'gc]W]cg#Ug'gY'di V]WU'b'Yb'YghY'UdUfU'Xc"ss

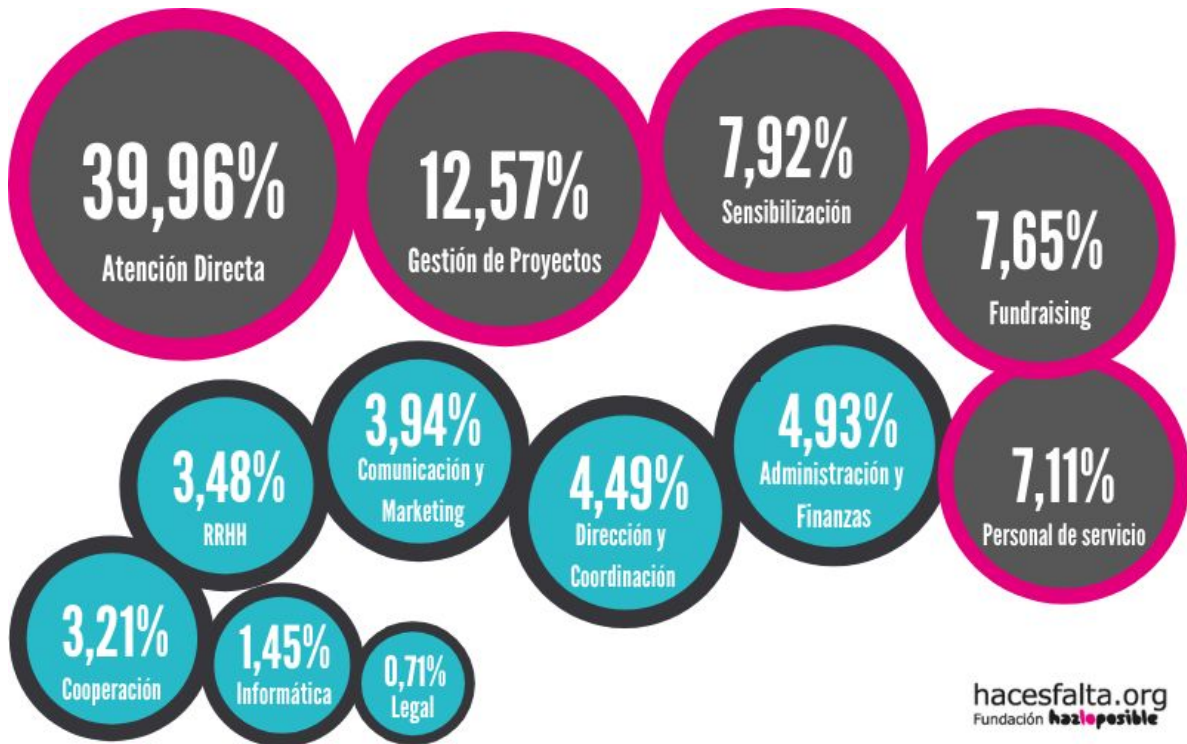
S  
S  
S

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## ÁREAS EN LAS QUE MÁS OFERTAS SE PUBLICAN

- - - - X



## LA IMPORTANCIA DE LAS COMPETENCIAS EN LA BÚSQUEDA DE EMPLEO

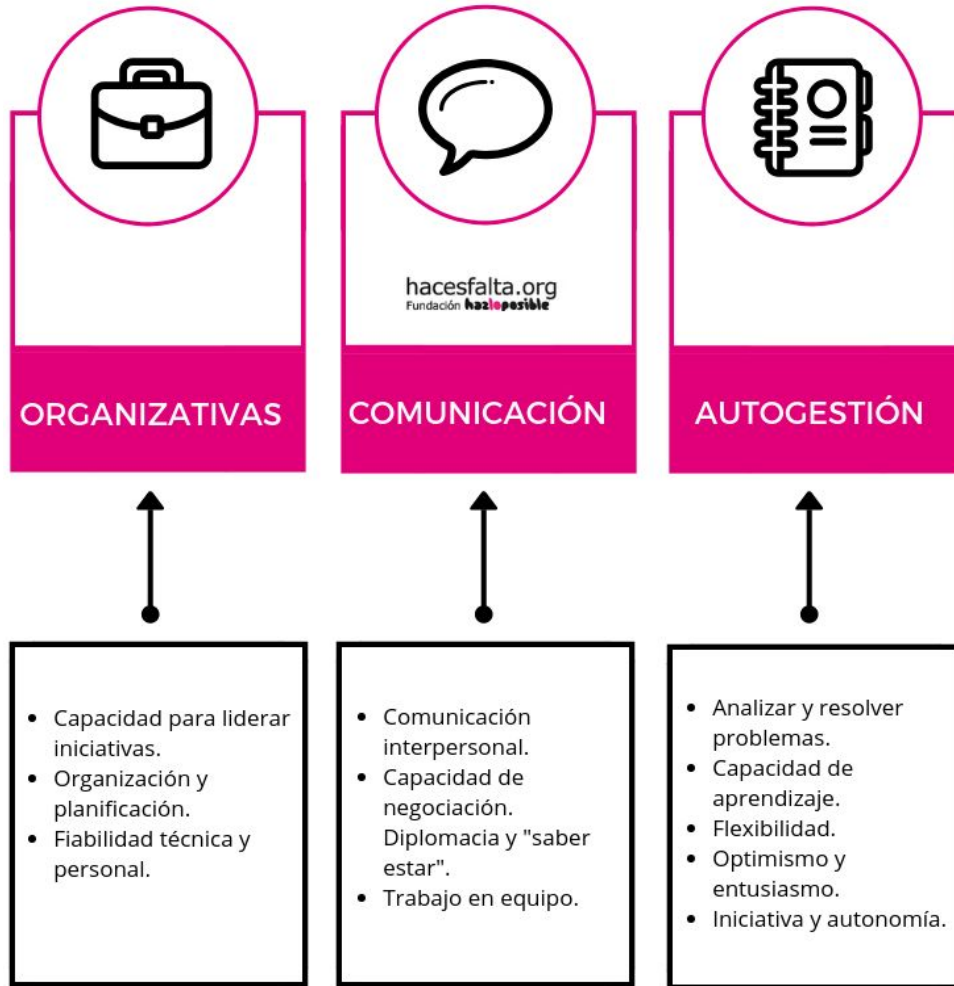
- - - - X

5 [ i bU'j Yn'Hy' \Ug'd'UbHyUXcsW â'Yg'gcb'hi g'di brcg'Z YfhYgstUbc'U'b] Y'dYfgcbU'Wca cs dfcZYg]cbU'3'7i UbXc''Ug'Ybh]XUXYg'Vi gWUb'dfcZYg]cbU'Yg'dUFU'']bWc'fdcfUF'U'gi g'Yei ]dcgs ei ]YfYb'dYfgcbUg'Wcb'i bU'gYf]Y'XY'Udh]hi XYg'mUW]hi XYg'a ág'U'`â'XY'gi g'`c [ fcgs UWUXöa ]Wc'g'mdfcZYg]cbU'Yg''Gcb'`c'ei Y'gY'XYbca ]bUb' **soft skills** 'c'Wca dYHybW]Ug''GUVYfs hfUVU'Uf'Yb'Yei ]dcžHybYf''U'WUdUW]XUX'dUFU''XYfUF'']b]W]U]h] Ug'c'fYgc'j Yf'dfcV'Ya UgžgYf'i bUs dYfgcbU'cf [ Ub]nUXUž'Wcb'']b]W]U]h] U''''9ghUg'gcb'U' [ i bUg'XY''Ug'a ág'XYa UbXUXUg's

; i ]U'XY'Ya d'Yc'&\$%

DcXYa cg'XYZ]b]f'Ug'Vtca dYH'bw]Ug'Vtca csU'WdUW]XUX'fYU'miXYa cghfUXU'ei Y'h]YbY'i bUs  
dYfgcbUsdUfU'fYU'nUf'Vtcb'öl ]rc'i bU'UW]j ]XUX'XY'fUUVU'c'YgdYWZ]WU''9b'< UW'gZ]U'Ugs  
U[ fi dUa cg'Yb'' [ fUbXYg'V'cei Yg.s

S



S

S

HYbYf'Ygh' h]dc'XY'\UV]XUXYgžei Y'bc'g]Ya dfy'gY'UdfYbXYb'Yb'i bU'Zcfa UW] b'c'Yb'i b'Ya d'Ycžs  
gcbždcf'UJbrcž'hfYa YbXUa Ybh'ja dcfUJbh'g'U'U'\cfU'XY'fUUVU'Ufzdcfei Y'c'\UfYa cg'a Y'cfžs  
a ág'U'[ i ghc'ma ág'YZ]Wna Ybh'"G]'gUVYa cg'fY'UW]cbUfbcg'V]Yb'Vtcb'bi Yghfcg#Ugs  
Vtca dU Yfcg#Ug'migUVYa cg'W a c'Yi dfYgUf'Ug'Vtcb'gUg'WfYUfYa cg'i b'Vi Yb'Ua V]Ybh'XY'fUUVU'c'žs  
g]'gca cg'cf[ Ub]nUXcg#Ug''Yj UfYa cg'U'X U'bi YghfUg'fUfYUg'mhc'Xc'Z b]cbUfá'a Y'cfž'g]s  
gUVYa cg'fUUVU'Uf'Vtcb'Ui hcbca U'gY'bcUfá'Yb'Y'fUUVU'c' [ 'cVU'XY'hc'Xcg#UgžYHWS

; i ]U'XY'Ya d'Yc'&\$%

S

@Ug'Ybh]XUXYg'XUb'a i Wk'j U'cf'U'YghUg'Wca dYh'bw]Ug'mi bU'Vi YbU'a UbYfU'XY'a Y'cfUf'Ug'cs  
UXei ]f]f'Ug'Yg'\UW]YbXc'j c'i bhUf]UXc'"9b'i b'j c'i bhUf]UXc'z'UdUfh'XY'Wcbh]Vi ]f'Wcb'i bU'WU' gUs  
mUm' XUf'U'a Y'cfUf'U'g]h' UW] b'XY'U' [ b'Wc'YW]j c'z'h'Y'Yb'Z'Yb'Uf'ag'U'g]h' UW]cbYg'bi Yj Ug'ei Ys  
fYei Yf]fab'XY'h'dYbgUf'mUW'i Uf'XY'a UbYfU'X]ZYfYbh'U'Wca c'c'\UV Ug'\YWc'\Ugh'YgYs  
a ca Yb'lc'z'YghUf'ag'Yb'Wcb'UWc'Wcb'ch'Ug'dYfgcbUg'zei Y'dcg]V'Ya Ybh'\U[ Ub'mid]YbgYb'Ugs  
Wc'gUg'XY'a UbYfU'X]gh]bh'mh'Yb'X'fag'ei Y'UdfYb'XYf'U'dcbYfh'XY'UW YfXc'dUf'gUWf'UXY'Ubh'Y's  
dfcmYWc'Wca b"ss

S

I b'j c'i bhUf]UXc'h'Y'Ya di 'U'U'gU]f'XY'h' 'ncbU'XY'Wc'bZ'cf'him'h'XYgW V'fY'Wc'gUg'XY'h'a ]ga c'ei Ys  
gY[ i fUa Ybh'bc'Wc'bcWUg'zei Y'di YXYg'dch'bw]Uf'ma Y'cfUf'ag'Uei Y'Ug'\UV]]XUXYg'c'Udh]h' XYgs  
ei Y'ntU'h'Yb Ug"ss

S

- % C f[ Ub]nUW] b'mid'Ub]Z]WUW] b'f7ca dYh'bw]Ug'cf[ Ub]nUhj] Ugts
- &" HfUUVU'c'Yb'Yei ]dc'f7ca i b]WUW] bts
- ' " b]U]Uhj] U'mUi h'cbca U'f7ca dYh'bw]Ug'XY'Ui h'c[ Ygh] bts
- (" 7ca i b]WUW] b']bh'fdYfgcbU'f7ca i b]WUW] bts
- ) " : ]UV]]XUX'h'Wb]WU'midYfgcbU'f7ca dYh'bw]Ug'cf[ Ub]nUhj] Ugts
- \*" 5bU]nUf'mfYgc'j Yf'dfcV'Ya Ug'f7ca dYh'bw]Ug'XY'Ui h'c[ Ygh] bts
- + " : 'YI ]V]]XUX'f7ca dYh'bw]Ug'XY'Ui h'c[ Ygh] bts
- , " Cdh]a ]ga c'mYbh]g]Uga c'f7ca dYh'bw]Ug'XY'Ui h'c[ Ygh] bts
- " 7UdUW]XUX'dUfU''XYfUf']b]U]Uhj] Ug'f7ca dYh'bw]Ug'cf[ Ub]nUhj] Ugts
- %" 8]d'ca UW]U'mi gUVYf'YghUf' f7ca i b]WUW] bts
- %%" 7UdUW]XUX'XY'UdfYbX]nUY' f7ca dYh'bw]Ug'XY'Ui h'c[ Ygh] bts
- %&" 7UdUW]XUX'XY'BY[c]W]UW] b'f7ca i b]WUW] bts

S

## BUSCAR TRABAJO EN EL TERCER SECTOR: ¿CÓMO LO HAGO?

- - - - X

7i abhUg]YWg'\Ya cg'YgW Wk'UXc'Ygc'XY'ei Y' Vi gWUf'h'UVU'c'Yg'n'U'i b'h'UVU'c' "9gU'Z'UgYs  
h]YbY'U'[ c'XY'j YfXUX'z'U'V' gei YXU'UW]j U'XY'Ya d'Yc'fYb'Y'h'fWf'gYW'cf'mYb'W'U'ei ]Yf'ch'fcs  
aa V]h'c'Wc'b'Yj U'h]Ya dc'z'XYX]WUW] b'm'cf[ Ub]nUW] b"ss

; i ]U'XY'Ya d'Yc'&\$%

9b'Ygh'UdUfUxc'ei YfYa cg'XUfh'U[ i bUg]XYUg'mWcbgY'cg dUfU'ei Y'h' V' gei YXU'XYs  
Ya d'Yc'Yb'Y'HYfWf'GYWcf'gYU'c'a ag'YZW]Ybh'dcg]V'Y" Dcf'X' bXY'Ya d]Ync'ž' W'a c'cs  
\U[c'ž' YghcmWUbgUxc'XY'Vi gWUf'mbc'YbWcbfUf'bUXUž'ei ö'di YXc'\UWf'XY'a UbYfU'X]gh]bU "s  
J'Ua cg'U']bhYbUf'WcbhYghUf'U'YghUg'mchfUg'W'Ygh]cbYg'dUfU'Um' XUfh'"ss

S

5j YWg'U'bYWg]XUX'bcg'Ya di 'U'U'Vi gWUf'Ya d'Yc'XY'a UbYfU'fäd]XU'mUhfcdY'UXUž]bs  
cf[ Ub]nUW] bžg]b'\UVYfbcg'dUfUxc'U'dYbgUf'Yb'bi YghfU'g]h' UW] bžYb'c'ei Y'dcXYa cg'UdcfUf'žs  
Yb'c'ei Y'dcXYa cg'a Y'cfUf'žYb'c'ei Y'ei YfYa cgžYb'Y'h]Ya dc'XY'ei Y'X]gdcYbYa cg' DUfU'gYfs  
a ag'YZW]j c'Yb'h' V' gei YXU'XY'Ya d'Yc'h]YbYg'ei Y'hYbYf'Yb'W'YbU's

S

! **E i ö'ei ]YfYg'gYf'** d'UbröUhr'ei ö'ei ]YfYg'\UWf'ž'ei ö'di Yghc'h' [ i ghUf'U'WcbgY[ i ]fžs  
X' bXY'h'j Yg'hfUvU'UbXc'XY'Uei 'U'i bcg'a YgYg"@c'df]a Yfc'Yg'Z]UfgY'i bcg'cV'Yh]j cg'ns  
gUVYf'UX' bXY'ei YfYa cg''Y[ Uf'dcfei Y'Ug'bcg'fYgi 'hUf'a' ag'ZaW]j Yf'ei ö'dUgcgs  
hYbYa cg'ei Y']f'XUbXc'dUfU'WcbgY[ i ]fc'"Gö'fYU]ghU'Yb'hi g'a YhUgž'dUfh'XY'i b'Ubâ]g]gs  
gcVfY'ei ö'Zcfa UW] b'mYl dYf]YbW]U'h]YbYg'mei ö'di YXYg'UdcfUf'nžgcVfY'ei ö'Zcfa UW] bs  
mWca dYhYbW]Ug'h'j Yg'WdUn'XY'UXei ]f]f'Xi fUbh'h' V' gei YXU'ei Y'h' di YXUb'Um' XUf'Us  
WcbgY[ i ]f'Y'Ya d'Yc'ei Y'XYgYUg"s

S

! **Di bhcg'Z' YfhYg'mXöV]Yg.** XY'Ubâ]g]g'UbhYf]cf'gUWUfäg'hi g'di bhcg'Z' YfhYg'mXöV]Yg'ns  
dcXfäg] Yf'XY'ei ö'a UbYfU'dchYbW]Uf'cg'Z' YfhYg'mW'a c'a Y'cfUf'Yb'c'ei Y'Yghögs  
a ag'Zc'c#U" HYbYf'Yghc'WUfc'hUa V]öb'h'Um' XUf'a' i W'c'U'U'\cfU'XY'YbWUfUf'hi s  
V' gei YXU'XY'Ya d'Yc'mYb'Ug'YbYf]j ]ghUg'ei Y'Wcbg][ Ug"ss

S

! **HYb'WUfc'cg'i [ UfYg'XcbXY'di YXYg'YbWcbfUf'cZYfhUg'XY'Ya d'Yc'Yb'Y'HYfWf's  
GYWcf"** <UW]gZ]hU'Yg'i bc'XY'Y'cg"J ]g HU'c'U'X]Uf]cž'WöUhr'U'YfUg'dUfU'fYW]j]f'Yb'hi s  
W'ffYc'Ug'cZYfhUg'ei Y'a ag'gY'U'ghYb'U'hi 'dYfZ]" HUa V]öbž'YghUhr'dYbX]Ybh'XY'c'ei Ys  
di V]WU'Yb'gi g'dä[ ]bUg'k'YV'mYb'gi g'F'F'GG'Ug'cf[ Ub]nUW]cbYg'Wcb'Ug'ei Y'h' [ i ghUf'Us  
hfUvU'f"s

S

! **D'Ub]Z]WU'hi g'X Ug"** <Unh'Y'i b'd'Ubb]b[ 'gYa UbU'fYg'c'a ag'W'a cXcłžXj ]X]YbXc'Y's  
h]Ya dc'XY'WUXU'X'U'Yb'W'gUg'ei Y'di YXYg'\UWf'U'W'U'U'nUf'7J'c'\UWf'j'Yfg]cbYg'Ybs  
c'f'cg'X]ca UgžV' gei YXU'XY'cZYfhUgž'fY]j] b'XY'F'F'GGž'YW'fUg']bhYfYg'UbhYg'gcVfYs  
hYa Ug'fY'UW]cbUXcg'Wcb'hi g']bhYfYg'U'U'c'fU'Ygž'Ug]ghYbW]U'U'U[ b'W'fgc'c'hu'Yf' ss

S

; i ]U'XY'Ya d'Yc'&\$%

- ! **I h]nU'Ug F F GG.** 'Ug fYXYg'gcW]U'Yg'Zcfa Ub'dUfH'XY'bi Yghfc'X U'U'X U'mdi YXYb'gYf'i bs WUbU'ei Y'hY'UmI XY'Yb'hi 'V'gei YXU'XY'Ya d'Yc'"G][ i Y'U'dYfgcbUg'XY'gYWtcf'zei Ys Wca dUfU'Ub'Wc'bhYb]Xc' ]bhYfYgUbhY'c'ei Y'fUUVY'Yb'c'f[ Ub]nUW]cbYg'XcbXY'h'ei ]YfYgs fUUVU'fz'Wca YbH'U'U[ i bU'XY'gi g'di V']WUW]cbYg'Z'UdcfH'U'h' HJa V]öb'Wc'bhYb]Xc'XY'j U'cfs U'cg'XYa ág'zdUfU'ei Y'j YUb'ei ö'hYa Ug'hY' ]bhYfYgUb'mei Y'Yghäg'U'X U"ss  
S
- ! **@Yj U'i b'Wc'bf'c'XY'cg'di Yghcg'U'cg'ei Y'dcghi 'Ug"** E i Y'bc'hY'dUgY'bi bWU'ei Y'hYs 'Ua Yb'XY'U' [ b'g]h]c'mbc'gYdUg'YI UWWUa YbhY'ei ö'g]h]c' Yg'zei ö'cZYfU'mW'ábXc'mdcfs ei ö'hY' ]bgW]V]ghY'Yb'Y'U"ss  
S
- ! **Bc'hY' ]bgW]VUg'Yb'hcXUg'Ug'cZYfUg' dcf'g]gi YbU'U'ZUi HJ** "'9b'cWUg]cbYg'j Ya cgs ei Y'bc'W'a d'ja cg'hcXcg'cg'fYeI ]g]hcg'XY'i bU'cZYfU'dYfc'g' 'U'a Um'f'U'c'Wc'bg]XYfUa cgs ei Y'cg'ei Y'bc'W'a d'ja cg'U'c'f'U'a ]ga c'cg'dcXYa cg'Y[ Uf'U'W'a d']f'Yb'dcWc'h]Ya dcž Yb'rbW'g'z'UXY'UbhY'z' ]bgW'VYhY'"DYfc'bc'hY' ]bgW]VUg'Yb'cZYfUg'ei Y'bc'YbWU'Ub'bUXUs Wc'b'hi 'dYfZ]ž'Zcfa UW] bžU'cg'XY'YI dYf]YbW]U @'a ág'dfcVUV'Y'Yg'ei Y'hY'XYgWUfH'bs mUi bei Y'dcg]V'Ya YbhY'nU'c'XUVUg'dcf'\YW'c'z'g]Ya dY'XYga c'fU'nU'i b'dcWc'j Yf'ei Ys bc'hY'\Ub'gY'YWW]cbUXc'c'dfYgY'YWW]cbUXc"ss  
S
- ! **5d bHUY'U'WX'Uf'Ug'z'W'fgcg'c'HU'YfYg'**fY'UW]cbUXcg'Wc'b'c'ei Y'hY' ]bhYfYgU'mei Y'hYs di YXUb'UdcfU'f'U' [ c'dUfU'Y'di Yghc'ei Y'ei ]YfYg'Wc'bgY[ i ]f'"5dfYb'XYfäg'Wc'gUg'bi Yj Ugs mH'Y'fY'UW]cbUfäg'Wc'b'dYfgcbUg'XY'gYWtc'f'm\Ufäg' **bYtk cf\_b]**"5' [ i ]Yb'ei Y'\Ugs Wc'bcW]Xc'Yb'U' [ b'W'fgc'di YXY'YgW]V]fH'i b'X U'dUfU'dfcdcbYfH'U' [ c"ss  
S
- ! **<Un'j c'i bHf]UXc.** 'g]ei ]YfYg'fUUVU'f'Yb'Y'HYfW'f'GYWtc'f'gY[ i fc'ei Y'\Ug'hYb]Xcs Wc'bH'U'Wc'Wc'b'Y'j c'i bHf]UXc"< UW]YbXc'i b'j c'i bHf]UXc'UmI XUfäg'U'c'fUg'dYfgcbUg'nžs U'a ]ga c'h]Ya dcž'Wc'bcW'fäg'U' [ YbhY'XY'gYWtc'f'mU' [ i ]Yb'di YXY'U'Wc'fXUfgY'XY'h]ms 'Ua UfH'dUfU'dfcdcbYfH'U' [ c'"5XYa ág'z'j Yfäg'W'a c'ž' bW]cbUb'U'g'Ybh]XUXYg'ms UXei ]f]fäg'i bU'gYf]Y'XY'\UV]]XUXYg'm'Wca dYH'YbW]Ug'ei Y'hY'gYfâb'a i m' h]Yg'Yb'Y's di Yghc'XY'fUUVU'c'ei Y'Wc'bg][ Ug'mei Y'gc'c'gY'UXei ]YfYb'\UW]YbXc'j c'i bHf]UXc"ss  
S
- ! **HYbY'i b'7J mWUfH'XY'dfYgYbH]W] b'ma chj UW] b'W ]XUXc'mUWi U'nUXc"ss**  
S
- ! 7i UbXc'Wc'bg][ Ug'i bU'YbhYj ]ghUž'dfYdâfUH'U'a i mV]Yb"s

# CREA UN CURRÍCULUM IRRESISTIBLE

- - - - X

Hi 'W ffW 'i a 'Yg'U'df]a YfU'ja á[ Yb'ei Y'U'Ybh]XUX hYbXfâ 'XY'h'"9g]ja dcfUbhY'ei Y'Yghös  
UXUdUXc'U'h' 'gYWc'fžg 'c'Wc'b'U']bZcfa UW] b]YfXUXYfUa YbhY'fY'Yj UbhY'dUFU'cg'di Yghc'g'U'cgs  
ei Y'cdhUg'"5[ i bcg'Wc'bgY'cg'dUFU'ei Y'bc'gY'c'j ]XYb'XY'h]gcb.s

S

! 9][ Y'i bU'd'Ubh]`U'ei Y'gY'UXUdHY'U'hi 'dYfZ]'dfcZYg]cbU'žbc'Yg'c'a ]ga c'gYfs  
X]gY UXcf#U'ei Y']b[ Yb]Yfc#U'"9i ]ghYb'a i W'Ug'dâ[ ]bUg'XcbXY'dcXfâg'YbWc'bhUF'd'Ubh]`Ugs  
dUFU'X]gY Uf'i b'7J 'UfUW]j c.s

- ! [7Ubj U"s](#)
- ! [FYgi a Y'A U Yf"s](#)
- ! DUfU'7J '9i fcdYc. [9i fcdUggs](#)

S

9'X]gY c'ja dcfUž'i b'7J 'Wc'b'i b'X]gY c'W ]XUXcžcf[ Ub]nUXc'mW a cXc'XY'YYf'XUs  
a Y'cf'ja dfYg] b"s

S

! 7i UbXc'c'hYb[ Ug'a cbhUXcž'dUFU'a UbhYbYf'Y'Zcfa Uhcž'c'a Y'cf'Yg'ei Y'c' [ i UfXYgs  
Wc'a c'D8: 'mei Y'YgY'gYU'Y'UfW]j c'ei Y'gi VUg'U'Ug'd'UfU'Zcfa Ug'XY'Ya d'Yc'Yb'Ug'ei Ys  
Yghâg'fY[ ]ghfUXcž'Wc'a c'<UWYgZ'U'c'f[ žc'Y'ei Y'Ybj Yg'X]fYWUa YbhY'Yb'h'gs  
WUbx]XUhi fUg"s

ss

! 9ghfi W'i fU'V]Yb'U']bZcfa UW] b'XY'h' '7J žd]YbgU'g]ei ]YfYg'dcbYf'df]a Yfc'U'Zcfa UW] bs  
miXYgdi ög'U'YI dYf]YbW]U'UVcfU'žc'U'U'bj YfgU'"@c'a Y'cf'Yg'dcbYf'U']bZcfa UW] bžhUbhcs  
UWUXöa ]WU'Wc'a c'dfcZYg]cbU'žXY'U'a âg'fYW]YbhY'U'U'a âg'Ubh][ i U"ss

S

HYb'g]Ya dfY'Yb'W YbhU'U'cg'di Yghc'g'U'cg'ei Y'Yghög'cdhU'bc'U'bc' ]bWi ]fs  
]bZcfa UW] b'ei Y'bc'gYU'fY'Yj UbhY'"9g'XYW]fžg]dcf'Y'Ya d'c'Yghâg'Vi gWU'Xc'i b'di Yghcs  
XY'X]gY UXcf#U'[ fâZ]Wcž'ei ]nâ'bc'Yg'bYW]gUf]c'ei Y']bWi nUg'ei Y'fU'U'U'ghY'Wc'a cs  
XYdYbX]YbhY#U'Yb'i b'gi dYfa YfWUXc'"Dcb'Ug'YI dYf]YbW]Ug'ei Y'\UmUg'hYb]Xcs  
fY'UW]cbUXUg'Wc'b'i b'di Yghc'g]ja ]Uf'U'ei Y'cdhUg"s

S

S

S



; i ]U'XY'Ya d'Yc'&\$%

9b''U'YI dYf]YbW]U''UVcfU'žW UbXc'dcb[ Ug''Ug'Z bW]cbYg'df]bW]dU'Yg'ei Ys  
XYgYa dY Ug'hY'Yb'WUXU'di Ygħcž]bhYbH]g]bhYh]nUf'Wcb''c'a āg']a dcf]UbhY'dUfU'ei Y'bcS  
gY'\U[ U'XYa Ug]UXc'YI hYbgc"ss

S

H]YbYg'ei Y'hYbYf'i bU'd'Ubh]''U'XY'7J 'UXUdHUV'Yž''U'a Umcf U'XY''cg'XUhc'g'gYfāb''cgs  
a ]ga cg'g]Ya dYfž'dYfc'Yb'Z bW] b'XY''Ug'WUfUWYf'gH]WUg'XY''di Ygħc'U'ei Y'cdhY'g'Yb'WUXUs  
a ca Ybħc'hU'j Yn'di YXUg'j'bwI ]f'c'ei ]hUf'Wc'gUgž'Yb'Z bW] b'XY''U'fY'Yj UbW]U'ei Ys  
Wc'bg]XYfYg'ei Y'hYb[ U'XYhYfa ]bUXU'j]bZc'fa UW] b'dUfU'YgY'di Ygħc"s

S

! Di YXYg'U UX]f''U'WUfHU'XY'dfYgYbH]W] b'U'Wc'bh]bi UW] b'fUg'hYbXfāg'ħc'Xc'↑ bħc'Yb'i bs  
gc'c'UfW]j c'Ē's

S

## CARTA DE MOTIVACIÓN Y PRESENTACIÓN

- - - - X

@U'WUfHU'XY'dfYgYbH]W] b'gY'i h]nU'Yb'i b'Ybħc'fbc''UVcfU''midfcZYg]cbU''@Ug'dUi hUg'Vāg]WUgs  
dUfU'fYXUWUf'i bU'WUfHU'XY'dfYgYbH]W] b'gcb.s

S

- ! Hi g'XUhc'g'dYfgcbU'Yg']fāb'Wc'cWUXcg'fbc'fa U'a YbhY'ĒUff]VU''U'XYfYWXU"ss
- ! ĄWi mY'XUhc'g'XY'Wc'bhUWc'm'U'ZYWXU"s
- ! @U'df]a YfU'ZfUg'XYVYf'U'Wc'bhUfY'U''YWc'f'dcf'ei ö'Yghāg'Ybj ]UbXc''U'WUfHU.' W a cs  
YbWc'bfUghY''U'j UWUbhY'mdc'f'ei ö'Yghāg'Ud']WUbXc3s
- ! 9b''U'dUfhY'WUbfHU'Yg'X bXY']fāb''cg'a ch]j cg'dcf''cg'ei Y'ei ]YfYg'fUUVU'Uf'Yb'YgUs  
Ybh]XUXž'↑ bħc'Wc'b''c'ei Y'di YXYg'Udc'fUf'ħi' U'di Ygħc"s
- ! 9b''U'dUfhY'Z]bU'ei Yffāg'Wc'bgY[ i ]f'ei Y'hY''Ua Yb''9ghY'Yg'Y''a ca Ybħc'XY'gYfs  
WfYU]h] c#U'mXY'Uf'U''U'dYfgcbU'ei Y''Y''U'WUfHU'Wc'b''U'VcWU'UV]YfHU'flmWc'b'a i WX Ugs  
[ UbUg'XY'Wc'bcWf'fY'Ēs
- ! 9ghUg'WUfHU'bc'gi Y'Yb'j]f'Z]fa UXUgž'mU'ei Y'ħc'XU''U'j]bZc'fa UW] b'XY'Wc'bhUWc'Yghā'U's  
df]bW]d]c"s

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; i ]U'XY'Ya d'Yc'&\$%

@U'WUfU'XY'a chj UW b'gY'i h]nU'Yb'i b'Ybrc'fbc'Zc'fa Uhj] cžYXi WUhj] c'c'XY'j c'i bUf]UXcžs  
W UbXc'Y'#U'WUbx]XUhc#U'YgdYfU'gYf'UWdHUXc#U'U' X bXY'U'Ybj U"@Ug'dUi HJg'dUfU'Ygh' h]dcs  
XY'WUfU'gcb.s

S

- ! Hi g'XUhc'g'XYVYb'j'f'YbW]a Už]bWi mYbXc'U'Z'WXU"s
- ! DfYgYbH'U'd'f]bW]d]c'hi' h'fUmY'Wrc'f]U'UWUXöa ]WU'mdfcZYg]cbUž]bWi mYbXc'cg'a chj] cgs  
dcf'cg'ei Y'ei ]YfYg'WcbgY[ i ]f'U'j UWUbhY"s
- ! Bi Xc.'Yi d'änU'hžUei 'XYVYg'WcbH'f'Ug'W U']XUXYg'ei Y'hy' \UW'ba Y'cf'WUbx]XUhc#Užs  
cZYW]YbXc'XYH'U'Yg'WcbWY'fcg'XY'h' ]bhYfög'dcf'Y'di Yg'hc"s
- ! 7cbg][ i Y'ei Y'hy'Ua Yb'<Un'c'Wcb'i bU'U'U'U'UWU] b'c'i bU'W]H'U'Wb'YVfYžU[ cs  
]bhYfYgUbhY'mX]ZYfYbhY'ei Y'\U[ U'ei Y'ei ]YfU'W'bcW'fhy"s

S

S

## GUIDA TUS REDES SOCIALES

- - - - X

I bU'XY'Ug'df]a YfUg'XYW]g]cbYg'ei Y'\Umei Y'fca Uf'W UbXc'gY'Ya d]YnU'U'Vi gWUf'Ya d'Yc'Ygs  
ei ö'mW a c'ei YfYa cg'a cgh'Ufbcg'UbhY'Y'a i bXc'UVcfU'8YgXY'U'd'Ubh]U'XY'W ff W' i a s  
\UghU'U'Zc'hc[ fUZU'ei Y'dcbYa cg'gYfáb'Y'Ya Ybrc'g'ei Y'WcbZ][ i fUfáb'U']a U[ Yb'ei Y'Ygh]a cgs  
XUbXc'\UW]U'U'cf[ Ub]nUW] b'ei Y'dcXf'U'gY'YW]cbUfbcg"; fUW]Ug'U'Ug'fYXYg'gcW]U'Yg'cg#Ugs  
i gi Uf]cg#Ug'di YXYb'W'bcW'f'a ág'UW'fWU'XY'Ug'cf[ Ub]nUW]cbYg'mh]a V]öb'ögH]g'XYs  
Y'cg#Ug"HY'W'cbH]a cg'W a c'Udfc]YWU'f'hi g'dYfZ]Yg'gcW]U'Yg'dUfU'YbW'cbH'U'f'fU'U'c.s

S

- ! G]ei YfYa cg'ei Y'gYUb'i b'Y'Ya Ybrc'a ág'U'hybYf'Yb'W YbH'Yb'bi YghU'V' gei YXU'XYs  
Ya d'Yc'Ybrc'bW]g'hYbXfYa cg'ei Y'Wcbj Yfh]f'Ug'Yb'i b'dYfZ]'dfcZYg]cbU"s

S

- ! Hi 'dYfZ]'Yg'hi'a UfWU.: UW'Vcc\_ž'bgH][ fUa'c'Hk ]hYf'di YXYb'gYf'[ fUbXYg'U]UXcg'dUfUs  
'U'V' gei YXU'XY'Ya d'Yc'Yb'W]Yfrc'g'YW'cfYg"i b'Vi Yb'dc'fhž'jc'Yb'bgH][ fUa ždcfs  
Y'Ya d'cžYb'i b'dYfZ]'Wcb'i bU'WUbh]XUX'Wcbg]ghYbhY'XY'gY[ i ]XcfYgž'di YXY'gYf'U'WUfU'XYs  
dfYgYbH]W] b'ei Y'a Ufei Y'U'X]ZYfYbW]U'YbhY'chfc#U'WUbx]XUhc#U'mih"s

S

- ! 7i ]XU'Y'W'cbH]Yb]Xcž'U'Zc'fa U'm'Ug]a ā[ YbYgž'mU'ei Y'Ug'cf[ Ub]nUW]cbYg'hY'UgcW]Ufáb'Us  
'c'ei Y'gY'di V]ei Y'Yb'hi g'fYXYg"s

S

; i ]U'XY'Ya d'Yc'&\$%

! I h]nU'U'V]c[ fUZU'dUfU'a UfWUf'hi 'cV'Yh]j c'dfcZYg]cbU'Y']bhYfYgYg'mei ö'h]dc'XYS  
fUUVU'c'Vi gWUg"s

S

! @cWU]nU'cg'W'cbHUV'cg:]bZi nYbhYg'Yb'hi 'gYW'cf'mW'cbYWU'W'cb'Y'cg#Ug''9b'Y'a i bXcs  
'UVcfU''U'a Y'cf'a UbYFU'XY'ei Y'h'j YUb'Yg'ei Y'h'W'cbcnWU'b"s

S

! GY'a i mUW'h]c#U"G]j Ub'U'gYfj ]fh'W'ca c'WUfU'XY'dfYgYbHUV] b'zhi g'fYXYg'XYVYb'YghUfs  
UW'i U']nUXUg"s

S

S

## CÓMO TRIUNFAR EN TU ENTREVISTA DE TRABAJO

- - - - X

5bhYg'XY YbZYbHUFH'U'i bU'YbHfYj ]ghU'XY'fUUVU'c'ždUfU'Yj ]HUF'W'ca YHf'Yffc'fYg'dcf'YghUfs  
bYfj ]cgc#U'c'dcf'bc'f'V]Yb'dfYdUfUXc#UžYg'W'cbj Yb]Ybh'fYW'cfXU'f'c'g][ i ]Ybh'Ys

S

! 7i UbXc'h'W'cbj cei Yb'U'U'YbHfYj ]ghU.'HUb'c'g]W'cbHUVU'b'W'cbh][ c'dcf'h'öZcbc'W'ca c'g]s  
'c'UW'bd'cf'Ya U]žh]YbYg'ei Y'h'fU'f'XY'cV'h'YbYf'Y'a äI ]a c'XY']bZc'fa UW] b'gcVfYs  
W a c'gYfä''U'YbHfYj ]ghU.' ei ]öb'h'j U'U'YbHfYj ]ghU'f3' gYfä'U[ i ]Yb'XY'F YW fgcgs  
<i a Ubcgž'cfU'dYfgcbU'XY''XYdUfU'a Yb'c'Yb'Y'ei Y'gY'Yb[ 'cVU'Y'di Yg'c'U'ei Y'cdhUgžs  
Y'#U'X]fYW'cf#U'XY''U'Ybh]XUX3'G]W'cbg][ i Yg'Y'bca V'fY'mUdY''Xcg'XY'#U'YbHfYj ]ghU'cf#Us  
dcXfäg'Vi gWUf'gi 'dYfZ]'mgUVYf'i b'dcW'ca äg'gcVfY'ei ]öb'j U'U'gYf'h' ]bhYf'cW'fc'f#U"s  
HUa V]öb'di YXYg'dfY[ i bhUf'g]h'U'fäb'U[ i bU'dfi YVU'XY'W'cb'W]a ]Yb'c'g'c'höWb]WU'dUfUžs  
Yb'YgY'WUgcž'dcXYf'fYdUgUf'U[ i bUg'W'cg]'Ug'UbhYg'XY'f's

S

! 7i ]XU'U'df]a YfU']a dfYg] b.'bc''Y[ i Yg'hUfXYž'fU'U'XY'YghU'f'U''di bh'U'c']bW'i gcs  
U[ i bcg'a ]bi h]'cg'UbhYg'XY''U'cfU'U'U'ei Y'h'U'U'ub'W]U'Xc''Gc'c'h]YbYg'i bUs  
cdcf'hi b]XUX'dUfU'WU'i gUf'i bU' df]a YfU'Vi YbU']a dfYg] b' mX]j Yfgcg'Ygh'X]cg'mUs  
gY'U'Ub'ei Y'gcb'g]Yh''cg'gY[ i bXcg'Yb'cg'ei Y'h' ]bhYf'cW'fc'f#U'j U'U'h'YbYf'YgU'df]a YfUs  
]a dfYg] b'firiXY''U'a ]ga U'Zc'fa U'h'XY'ö'#'U'Hi''Yb[ i U'Y'W'cf'dcfU'X]W'a i W'c'XY'h]s  
Yj ]H'W'i nU'f'cg'VfU'ncg'md]YfbUgž'Un'W'cbHUV'c'j ]gi U'm' gcbf'Y's

S

! bZ fa UH'gcVfY''U'CB; 'mgi g'dfcmYW'cg.'W ä'Yg'gcb'gi g'cV'Yh]cgžj ]g] b'za ]g] b'z  
j U'cfYgž'dfcmYW'cg' MW'U'ei ]Yf']bZc'fa UW] b'UX]W]cbU'ei Y'di YXUg'cV'h'YbYfs

; i ]U'XY'Ya d'Yc'&\$%

fY'UW]cbUXU'Wc'b'Y''XYdUfHJa Ybhc'c'âfYU'Yb''U'ei Y'gY'gc']W]U'Y''di Ygfc  
fWca i b]WUW] bždfcm'WtcgžYXi WUW] bE'DUfU'Y''cžUd nUHy'Yb''U']bZcfa UW] b'ei Ys  
X]ž bXYb'Yb'gi 'k YVžWJa dU Ug'ei Y'\UmU'fYU']nUXc''U'Ybh]XUXžgi g'dYfZ]Yg'XY'fYXYgs  
gcW]U'YgžmhYb'Yb'WUfc'W a c'Yg''U'cf[ Ub]nUW] b'ei Y'hY'Yghā'YbhfYj ]ghUbx"cs  
s

! **Di bhcg'ž YfhYg'mXöV]Yg.** Yg'i bU'dfY[ i bhU'Wäg]WU'Yb''Ug'YbhfYj ]ghUg'XY'fUUVU'čžm'Ys  
gYfj ]fā'U''U'dYfgcbU'ei Y'bcg'YbhfYj ]ghU'dUfU'gUVYf'g] gca cg'Y'#U'WUbx]XUhc'#Us  
UXYW UXc'#U'dUfU'Y''di Ygfc'ei Y'cZYfHUb''HUbc'Yb'bi YghUg'\UV]]XUXYg'Wca c'Ybs  
bi Yghfcg'di bhcg'XöV]Yg''U'Zcfa U'XY'fUbgā ]h]fcg'gYfā'ja dcfHUbH. '\Un'\]bWUd]ö'Ybs  
W a c'dchYbW]Ug''c'ei Y'mU'h]YbYgždYfc'HJa V]öb'Yb'W a c'a Y'cfUg''c'ei Y'bc"s  
s

! **DfUW]WU''U'YbhfYj ]ghU.** UXY'ābhUHy'U''cg'bYfj ]cg'dfUW]WUbx''U'YbhfYj ]ghUžW a cs  
Wc'bhUfāg'hi 'fUmY'Wtcf]UždfYdUfU''Ug'dfY[ i bhUg'a āg'Wca i bYgžWca c'dcf'Y'Ya d'c'.dcfs  
ei ö'WfYg'ei Y'YfYg'Y''WUbx]XUhc'c'WUbx]XUHy'XYU''dUfU'YgY'di Ygfc'XY'Ya d'Ycžei ös  
fUUVU'čg'\Ug'XYgUffc''UXc'Yb'fY'UW] b'Wc'b'Y'di Ygfc''Di YXYg'\UWf'U'g]a i 'UW] b'Wc'bi'bs  
Ua ][ c'c' ]bWi'gc'XY'UbhY'XY'YgdY'č'dUfU'Wc'bfU'f'hi 'Yl dYfj] b'Wc'fdcfU"s  
s

! **8Ygdi ög'XY''U'YbhfYj ]ghU.** Udi bhU'Y''X U'ei Y'hY'YbhfYj ]ghUfcb'f]g]Yghāg'Yb'bi bU'ödcWU'Ybs  
'U'ei Y'Yghāg'\UW]YbXc'j Uf]Ug'YbhfYj ]ghUg'U''U'j Yn''Yj U'i b'fY[ ]ghfcž'Ug'žg]dUgU'a i Wkcs  
h]Ya dc'XYgXY'ei Y'hY'YbhfYj ]ghUfcb'm'U'ZYWU'Yb''U'ei Y'X]Yfcb'ei Y'hY'XUf'Ub'bi'bus  
fYgdi YghU'di YXYg'YgW]V]f'dUfU'dfY[ i bhUf'dcf'Y''YghUXc'XY'dfc'W'gc"s  
s  
s

## ENCUENTRA TRABAJO EN HACESFALTA

- - - - X

9b'<UW]gZU'HU'cf[ 'di V]WJa cg'a āg'XY''\*, \$\$'cZYfHJg'XY'Ya d'Yc'Yb'Y''HYfWf'GYWtc'f'U''U cžs  
gca cg'Y''dcfU'XY'fYZfYbW]U'dUfU'a i 'h]i X'XY'cf[ Ub]nUW]cbYg''HY'Wc'bhJa cg'W a c'gUWUf'Y'Y's  
a āl ]a c'dUfh]Xc'dUfU'Yb'Wc'bfU'f'Y''Ya d'Yc'ei Y'Yghāg'Vi gWUbx"ss  
s

! H9B'I B'6I 9B'D9F: @89'9A D@9Cž7CB'HI G'85HCG'57HI 5@N58CG. Wca d'YHJs  
hi g'XUhc'g'XY'dYfZ] UdcfHUbXc''U'a āl ]a U']bZcfa UW] b'dcg]V'Y'gcVfY'hi 'Yl dYfj]YbW]Us  
'UVcfU'mhi g'Wc'bcW]a ]Ybhc'g'XY'j]ca Ugž]bZcfa āh]Wc'gžhi g'Wca d'Yh'YbW]Ug' '7i UbH'U'a āgs  
]bZcfa UW] b'WUfU'migYbW]U'cZYnWUgž'a āg'XUhc'g'hYbXfāb'XY'h]'Ug'Ybh]XUXYg"s

S

HY'XY'Na cg'U[ i bUg ]bX]WUW]cbYg'dUfU'ei Y'di YXUg'UW'i U']nUf'hi 'dYfZ]'g]Ya dfY'ei Y'ei ]YfUg'ms  
hYbYfc'dYfZ]Wc'dUfU'hi g'WUbx]XUhi fUg.s

S

! 9bfU'Yb''U'k YV'Wc'b'hi 'i gi Uf]c'mWc'bfUgY U'mia cX]Z]WU'hi 'dYfZ]'XY'Ya d'Yc'fcs  
j c'i bUf]UXc'XYgXY'hi 'ncbU'df]j UXU" DUfU'\UWf'cZ'XYVYg'd]bWUf'Yb'Y' ]Wc'bc'XY's  
`ad]n'XY'dYfZ]'XY'Ya d'Yc.s

S

### PANEL DE CONTROL

Nombre	
Apellidos	
Email	
Contraseña	
Provincia	

A continuación te indicamos qué puedes hacer en [hacesfalta.org](https://hacesfalta.org) completando los datos correspondientes:

EMPLEO			
VOLUNTARIADO			
INICIATIVAS Y EXPERIENCIAS			

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! @'a ág'W a cXc'mfád]Xc'gYfá'UW'i U']nUf'hi 'dYfZ]'XYgXY'i b'cfXYbUXcf'mbUj Y[ UbXcs  
Wc'b'; cc[ 'Y'7'fca Y.s

% 5gY[ fUHY'XY'ei Y'Y''7J'ei Y'ei ]YfYg'gi V]f'bc'h]YbY'i b'dYgc'a Umcf'U'&A 6"s

S

&" G]UW'i U']nUg'hi g'XUhc'g'Wc'd]UbXc' ]bZc'fa UW] b'XY'i b'XcW'a Yb'hc'Yi hYfbc'Z]'a d]Us  
'U']bZc'fa UW] b'dY[ âbXc'U'UbhYg'Yb'i b'V'cWXY'bcfUg"s

S

' " ã dcfhUbhY. fYW YfXU'a cX]Z]WUf'cg'XUhc'g'XY'i bc'Yb'i bc'Zdf]a Yfc'cg'XUhc'gs  
ei Y'gcb'cV'] [ Uhc'f]cg'Z'ei Y'UdUfYW'b'Wc'b'i b'UghYf]gWc'Z'XYgdi ög'Y''7J' n'Z'cfs  
'h]a cZ'Ug'Yi dYf]YbW]Ug''UVcfU'Yg"s

(" 9b''Ug'Yi dYf]YbW]Ug''UVcfU'Yg'fYW YfXU'gYf'VfYj YZ'bc'dcb[ Ug'a ág'XY' ) ''bYUgs  
Yb'WUXU'i bU''7i UbXc'\UmUg' ]bWi ]Xc''cg'XUhc'g'XY'i bU'Yi dYf]YbW]U'Z'di 'gU'Ybs  
HYfa ]bUXc' mXYgdi ög'Yb'Y''Vch b'Z]bU'XY'Zc'fa i 'Uf]c'XY'; i UfXUf'8Uhc'g''G]s  
Ygräg'a i Wc'h]Ya dc'fY''YbUbXc'hi g'XUhc'g'Y'h]Ya dc'XY'gYg] b'Yi d]fU'mW UbXcs  
ei ]YfUg'\UWf'Y'' [ i UfXUc'hY'di YXY'XUf'Yffcf'mei Y'bc'ei YXY' [ i UfXUc'hc'Xc''cs  
ei Y'\UV Ug' ]bWi ]Xc"s

S

! I H=@N5 @CG: @HF CG'89@6I G758CF .UZ]bU'h 'V gei YXU'XY'Ya d'Yc'Z]hfUbXc'dcfs  
'Ug'WUHY[ cf Ug'ei Y'UdUfYW'b'Yb''U'VUffU']nei ]YfXU'XY''U'k'YV''8YgXY'U\ 'dcXfâgs  
gY'YWW]cbUf.'gU'Uf]c'z'dfcZ]g] b'z'h]dc'XY'W'cbfUhc'z'Xi fUW] b'z'\cfUf]c' s



! 7 F 95 'HI '5@9F H5'89'9A D@9C. \Un'h 'V gei YXU'XY'Ya d'Yc'U'fUj'ög'XY'Vi gWUXcfz  
Yb''U'WUHY[ cf U'ei Y'HY']bHYfYgUz'c' i h]nU''Ug'gYWW]cbYg'XY''U'dcftUXU'fPa d'Ycs  
9I YW' h] Yz'6YWW]g'midfâW]WUg'e's

S

- U" I bUj Yn'XYbhf'c'XY''UdUffUXc'XY'Ya d'Yc'gY'YWW]cbU''U'dfcj ]bWU'Yb''U'ei Ys  
Vi gWUg'hfUVU'c's
- V" 5Z]bU'h 'V gei YXU'W'c'b'Y''Vi gWUXcf'XY''U'W'c'i a bU']nei ]YfXU'fW'c'a c'h'Ys  
W'c'a Yb'hâVUa cg'Yb'Y'di bhc'Ubh'f]c'f'e's
- W' 5'a YX]XU'ei Y'gY'YWW]cbYg'cdW]cbYg'dUfU'UZ]bUf''U'V gei YXU'h'y']fâb'UdUfYW]YbXcs  
'Ug'cZ]fUg'ei Y'W'a d'Yb'Yg'cg'f'Yei ]g]hc'g''7i UbXc'h'Yb[ Ug'Y''fYgi 'fUXc'\Un'W]W'â  
Yb' 7 fYUf'5'YfUJ "s
- X" MU''c'h]YbYg''Dcb'h' Ya U]z'UW'dHU''Ug'W'c'bX]W]cbYg'm\Un'W]WYb' F YW]Jfs  
5'YfU "s



S

! F 9J -G5 'BI 9GHF C 'HCD%\$ '89 '9A D@9C 'G9A 5B5@. 'WUXU'gYa UbU'di V`]WJa cg`Ybs  
bi Yghfc `V`c[ `XY'Ya d`Yc ``Ug`%\$`a Y`c`fYg`cZYffUg`XY``cg` `hja cg`+`X Ug`` Bc`d]YfXUg`XYs  
j ]ghU`bi Yghfc `6@C; `s

S

! GI G7F ;69H9 '5 'BI 9GHF C `6C @9H;B. `Ybj ]Ua cg`WUXU'gYa UbU`bi YghfU`bYk g`YffYf`Yb``Us  
ei Y`YbW`bhfUfâg`cZYffUg`XYghUWUXUg`XY`Ya d`Yc`z`Ug` `hja Ug`cZYffUg`di V`]WUXUg`dcfs  
gYWW] b`mbchj]Ug`fY`UW]cbUXUg`W`b`Ya d`Yc`Yb`Y`hYfWf`gYW`c`f`ss

S

! Gj; I 9BCG '9B 'F 989G 'GC 7 -5@9G. `g [ i Ybcg`Yb`4 \UW]gZU`HU`mYb`4 HfUVU`c`SCB; `z`Ybs  
YghU` `hja U`YbW`bhfUfâg`XY`a UbYfU`]ba YX]UH`hc`XUg``Ug`cZYffUg`XY`Ya d`Yc`ei Y`g`Ys  
di V`]WJb`U`X]Uf]c`Yb`bi YghfU`d`UHJZcfa U``HUa V]öb`di YXYg`dUgUfHY`dcf`bi Yghfcs  
: UW]Vcc`\_`/s

