

Adelante

DEVELOPMENT CENTER, Inc.

On-line Application Instructions

Employment applications are only accepted online. To apply online, utilize the following instructions:

Go to the link below:

<https://rew21.ultiproworkplace.com/ADE1002/JobBoard/listjobs.aspx? VT=ExtCan>

Browse Open Jobs:

- The link above will automatically take you to the “browse open jobs” page; this allows you to view all of the open positions at Adelante:

[Browse Open Jobs](#) [Search Open Jobs](#) [Edit Your Profile](#) [View Submitted Applications](#)

Browse Open Jobs

Showing Records: 1 - 10
Total Records: 20

Requisition Number	Title	City	State
15-0005	Accounting Clerk	Albuquerque	NM
14-0006	Comm Lvng Sprt Staff I	Belen	NM
14-0009	Comm Lvng Sprt Staff I	Albuquerque	NM
15-0003	Cook/Site Asst	Mesilla	NM
15-0008	Custodian	Albuquerque	NM
14-0028	Desk Clerk	Artesia	NM
14-0008	Emplt Svcs Rep	Albuquerque	NM
14-0016	Health Care Spprt Staff	Belen	NM
14-0030	Housekeeper	Artesia	NM
14-0010	Intensive Skills Trnr I	Belen	NM

Search Open Jobs:

- Click on the Search Open Jobs link. You can narrow down your job search based on a specific zip code, location or city:

[Browse Open Jobs](#) [Search Open Jobs](#) [Edit Your Profile](#) [View Submitted Applications](#)

Search Open Jobs

Keywords

Title

City Starts With

State

Postal Code

Within miles km

Records Per Page

For First Time Users:

To apply for an open position:

1. Click on the position you want to apply for.
2. Click on the “apply online” link at the bottom of the posting.

Other Requirements

Must pass TB test, drug screening and background check (Mandatory finger printing and screening by State of NM and FBI). Must have reliable transportation, valid NM driver’s license, insurable driving record and proof of current liability insurance. Must have effective verbal communication and writing skills. Must be able to stand and walk continuously. Must be able to lift 50 lbs as well as support 70-100 lbs. occasionally. Adelante is a drug free workplace.

We prefer that applicants complete these WorkKeys assessments; Workplace Observation, Locating Information, and Reading for Information. Please submit a copy of your WorkKeys scores when completing an application. To learn more about WorkKeys assessments, or to request a FREE KeyTrain account to take practice exams, please visit: <http://claimyourtalent.org> .

To schedule an appointment to take these three (3) WorkKeys assessments at no charge, please visit: <http://skillstestingnm.schedulething.com/>. If you have taken these WorkKeys assessments within the last three years, please submit your transcripts with your application.

- All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. We are also an equal opportunity employer of individuals with disabilities and protected veterans.
- Please view Equal Employment Opportunity Posters provided by OFCCP [here](#).

[Apply On-line](#)

[Send This Job to a Friend](#)

3. You will need to log in by using your email address and creating a password.
4. As a first time user, you must click on the link that says “click here to create a new account.”

[Browse Open Jobs](#)

[Search Open Jobs](#)

[Edit Your Profile](#)

[View Submitted Applications](#)

Login

Enter your e-mail address and password to log into the Careers site if you have previously created a profile.

[Click here to create a new account.](#)

E-mail Address

Password

5. If you do not have an e-mail account you may create a free account, such as a Yahoo or Gmail account.
6. Links for assistance in creating an e-mail account are below:
Gmail: <https://accounts.google.com/SignUp?service=mail&continue=https%3A%2F%2Fmail.google.com%2Fmail%2F<mpl=default>
Hotmail: <https://signup.live.com/signup.aspx?lic=1>
7. The following screen will appear:

Submit Your Resume

Job Title:

[Click here to log in if you have already created a profile.](#)

(*) Denotes a Required Field.

* Resume
Please copy and paste the text of your resume into this box to the right. If you do not have a resume please enter the details of your contact information in the box to the right. Then Select 'Parse Resume' to populate some of the lower fields.



Parse Resume

Prefix

- Copy and paste the text of your resume into the box; If you do not have a resume, please enter your contact information details in the box:

For example:

Mary Smith
123 Adelante Road
Albuquerque, NM 87109
505-111-1111

- Click “parse resume” as this will allow your demographic information to be populated in the appropriate fields below.
- Enter all fields as indicated and click “Next.”
- On this page you can upload a resume or cover letter; once you upload a resume or cover letter you will not be able to delete the information from your profile:

Upload Resume

Please upload a formatted copy of your resume below.

Upload File No file chosen

Recommended file types include:

- Microsoft Word Document (.doc, .docx)
- Adobe Portable Document Format (.pdf)
- Text Document (.txt, .rtf, .rtx)

For a complete list of all supported file types, click [here](#)

To upload multiple files, follow these steps:

1. After browsing to your resume, click **Upload**.
2. Click your browser's **Back** button to return to this page.
3. Upload an additional file.
4. Repeat steps 1 to 3 to upload additional files.

- Complete the rest of the application questions; questions with a “*” indicates that the field is required.
- Once you have successfully submitted an application you will see a message that says “Thank you (name) for updating your profile” and you will also receive an e-mail confirmation.

For Returning Users:

1. You can either browse open jobs or search open jobs using the job board link below:
<https://rew21.ultiproworkplace.com/ADE1002/JobBoard/listjobs.aspx? VT=ExtCan>
2. Click on the position you want to apply for.
3. Click the “apply online” link.
4. Enter the e-mail address and password you previously created:

Login

Enter your e-mail address and password to log into the Careers site if you have previously created a profile.
[Click here to create a new account.](#)

E-mail Address

Password

5. The information you previously entered when applying will appear and you may edit your application material accordingly.

Edit Profile- allows you to edit your information once a profile has been created:

1. To edit your application/update resume information, click on “edit profile.”
2. Enter the e-mail address and password previously created.
3. You may update your resume, demographic information and application information.

Review Submitted Applications- allows you to log in to your profile to view submitted applications:

1. Click on View Submitted Applications.
2. Enter the e-mail address and password previously created.
3. Here you will see a list of the positions you have applied for; applicants may only submit one application per requisition.

[Browse Open Jobs](#) [Search Open Jobs](#) [Edit Your Profile](#) [View Submitted Applications](#)

Login

Enter your e-mail address and password to log into the Careers site if you have previously created a profile.

E-mail Address

Password

Can't remember your password? [Click here.](#)