

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

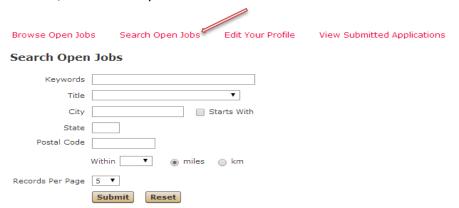
Browse Open Jobs

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	
14-0028	Desk Clerk	Artesia	NM
14-0008	Emplt Srvcs 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:



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 addre Click here to create a		to the Careers site if yo	ou have previously created a profile
E-mail Address			
Password			
Lo	gin		

- 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

 $\frac{https://accounts.google.com/SignUp?service=mail\&continue=https%3A%2F%2Fmail.google.com/SignUp?service=https%3A%2F%2Fmail.google.com/SignUp?service=https%3A%2F%2Fmail.google.com/SignUp?service=https%3A%2F%2Fmail.go$

Hotmail: https://signup.live.com/signup.aspx?lic=1

7. The following screen will appear:



8. 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:

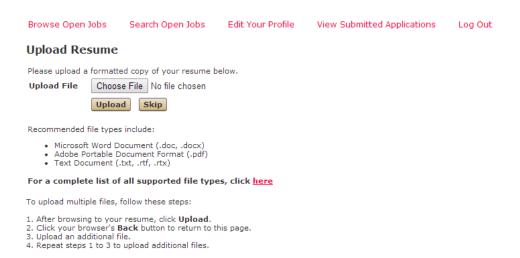
Mary Smith

123 Adelante Road

Albuquerque, NM 87109

505-111-1111

- 9. Click "parse resume" as this will allow your demographic information to be populated in the appropriate fields below.
- 10. Enter all fields as indicated and click "Next."
- 11. 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:



- 12. Complete the rest of the application questions; questions with a "*" indicates that the field is required.
- 13. 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.

Login

4. Enter the e-mail address and password you previously created:

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 Login

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								
Lo	gin							
	_							
Can't remember your password? Click here.								