



ADELANTE DEVELOPMENT CENTER
Human Resources Department

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 Internet: <http://www.goadelante.org>

FOR INTERNAL USE ONLY	
Received:	_____
Entered:	_____
Position:	_____
Ltr. _____	Sent: _____
Calls:	_____
NOTES:	

APPLICATION FOR EMPLOYMENT

Adelante Development Center is an equal opportunity employer. Discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin, sexual orientation or any other non-merit factor is strictly prohibited.

APPLICATIONS WILL BE ACCEPTED ONLY FOR OPEN POSITIONS, AND WILL BE INACTIVE ONCE THE POSITION IS FILLED.

PERSONAL INFORMATION

Position Applied For:			Date of Application:		
Name			Social Security#		
<i>Last</i>		<i>First</i>	<i>Middle</i>		<i>Strict confidentiality of SSN will be maintained.</i>
Address					
<i>Number/Street</i>			<i>City</i>		<i>State</i>
<i>Zip Code</i>	Home Phone	Work Phone	e-mail		
Cell Phone		Date(s) you are available for employment:			
Check TYPE(S) of work you are interested in, or would consider working on a regular basis:					
<input type="checkbox"/> Regular full-time	<input type="checkbox"/> Day shift	<input type="checkbox"/> Intermittent/PRN (on-call)	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Graveyard Shift	
<input type="checkbox"/> Regular part-time	<input type="checkbox"/> Weekends	<input type="checkbox"/> Shift Work/Swing Shift	<input type="checkbox"/> Temporary	<input type="checkbox"/> Asleep Shift	
<input type="checkbox"/> Other (<i>specify</i>):					
Check location(s) you would consider working: <input type="checkbox"/> Albuquerque <input type="checkbox"/> Belen/Los Lunas <input type="checkbox"/> Artesia <input type="checkbox"/> Other:					
Please review the job description for the position you are applying for. Are you able to perform all of the essential functions of the position, either with or without a reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Please check one of the following to assist in our recruitment efforts. I learned of this career opportunity through:					
<input type="checkbox"/> Newspaper Ad:	<input type="checkbox"/> Private Employment Agency	<input type="checkbox"/> In-House Posting	<input type="checkbox"/> Other:		
<input type="checkbox"/> Radio/TV advertisements	<input type="checkbox"/> New Mexico Dept. of Labor	<input type="checkbox"/> Job Fair			
<input type="checkbox"/> Referral by current Adelante employee - <i>Name of Employee</i> :					

GENERAL BACKGROUND INFORMATION

	Yes	No
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
If no, do you have the legal right to remain and work in the United States? <i>If hired, documentation showing eligibility for employment and identity will be required.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed Adelante Development Center? If yes, your Job Title:	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed by Adelante? If yes, please give dates of employment: From: _____ To: _____ Position Held: _____	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives currently employed by Adelante? If yes, please give name(s), relationship, department and position:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any pending criminal charges against you? If yes, Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> (including driving-related misdemeanors such as driving under the influence, reckless driving and driving on a suspended license) Please explain and give city, state, and dates:	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a misdemeanor (including driving-related misdemeanors such as driving under the influence, reckless driving and driving on a suspended license) or felony? If yes, on a separate sheet of paper, please give date(s) and place(s), the specific charge(s), and fully explain the situation. An affirmative response will not, in and of itself, disqualify you from employment with Adelante Development Center. If you leave this space blank, you are certifying that you have no current record of conviction.	<input type="checkbox"/>	<input type="checkbox"/>

LICENSES AND CERTIFICATIONS	State	Expiration
Indicate type of Driver's License : Standard <input type="checkbox"/> Commercial (CDL) <input type="checkbox"/> License# _____		
List any licenses/certifications or other authorization you possess to practice a trade or profession (CPA, CPR, LCSW, Lifeguard training, RN/LPN, CMA, NM DDSD required training certifications, etc.) including state and expiration date:		

EDUCATIONAL BACKGROUND

Indicate Highest Level Completed:		Elementary/Secondary:		College:	Graduate School:
Name of High School/College/University	Location	Hours Completed	Degree Earned	Major or Specialty	Dates Attended
Other (i.e., vocational, technical, business, etc.)					

COMPUTER SKILLS

Indicate Computer Skills:	<input type="checkbox"/> Word	<input type="checkbox"/> Excel	<input type="checkbox"/> Access	<input type="checkbox"/> Other:	Typing Speed _____ WPM
List any additional software applications experience:					

OTHER WORK EXPERIENCES OR SKILLS

Primary language spoken: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:	Primary language written: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:
Second language spoken: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:	Second language written: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:
Other language spoken: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:	Other language written: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:
Other special experiences or skills you have acquired through life experiences that will be helpful in this job:	

MILITARY HISTORY

Have you ever served in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, which Branch:	Date of Discharge:
War, conflict or other military action you served in:	Relevant Work Experience:	

EMPLOYMENT AND VOLUNTEER EXPERIENCE

In the section below, please describe your experience/work history (including pertinent volunteer experience), beginning with your current or most recent position. You should emphasize work experience most pertinent to the position for which you are applying. Describe all paid, military, and applicable volunteer experience. Please indicate number of pages of attachments: _____

If more space is needed, please make copies of the next page of this form. PLEASE NOTE: RESUMES WILL NOT BE ACCEPTED IN PLACE OF A FULLY COMPLETED APPLICATION FORM. I have attached a copy of my current resume.

Job Title:	Immediate Supervisor:
Employer:	Address:
Phone: _____ Fax: _____	Type: <input type="checkbox"/> Business <input type="checkbox"/> Volunteer <input type="checkbox"/> Current Salary:
Dates of Employment - From: _____ To: _____	Hours/Week: _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Reason for Leaving:	Volunteer <input type="checkbox"/> Current Salary:
May we contact your current employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Job Duties:	

Job Title:		Immediate Supervisor:	
Employer:		Address:	
Phone:	Fax:	Type:	Business:
Dates of Employment - From:	To:	Hours/Week:	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Reason for Leaving:		Volunteer <input type="checkbox"/>	Ending Salary:
Job Duties:			

Job Title:		Immediate Supervisor:	
Employer:		Address:	
Phone:	Fax:	Type:	Business:
Dates of Employment - From:	To:	Hours/Week:	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Reason for Leaving:		Volunteer <input type="checkbox"/>	Ending Salary:
Job Duties:			

Job Title:		Immediate Supervisor:	
Employer:		Address:	
Phone:	Fax:	Type:	Business:
Dates of Employment - From:	To:	Hours/Week:	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Reason for Leaving:		Volunteer <input type="checkbox"/>	Ending Salary:
Job Duties:			

Job Title:		Immediate Supervisor:	
Employer:		Address:	
Phone:	Fax:	Type:	Business:
Dates of Employment - From:	To:	Hours/Week:	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Reason for Leaving:		Volunteer <input type="checkbox"/>	Ending Salary:
Job Duties:			

PROFESSIONAL AND WORK REFERENCES (No Relatives)

NAME	CONTACT – Phone Number	RELATIONSHIP – How this person knows you

PRIVACY ACT NOTICE

All or part of your completed employment forms may be disclosed outside the Human Resources Department to:

1. Adelante departments and hiring supervisors, upon request, for a list of eligible persons to consider for employment, reinstatement, transfer, promotion, demotion, or other employment action.
2. Private, state, and/or federal agency investigators to determine your suitability for employment.
3. Federal, State, or local agencies, to create other personnel records, after you have been employed by Adelante Development Center.
4. Appropriate Federal, State, or local law enforcement and regulatory agencies charged with the responsibility of investigating a violation of the law.
5. A requesting Federal, State, or local agency to the extent the information is relevant to the requesting agency’s decision.
6. Anyone requesting statistical information (without your personal identification) and for statistical reporting within the confines of Adelante Development Center.
7. Persons, firms or agencies asserting claims or suits against Adelante Development Center, to public agencies conducting investigations into Adelante operations, and to Courts, when required by law.

CERTIFICATION

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I understand that in order for my application to be considered, the following Affirmation must be checked.

I certify the information provided in or attached to this application is complete, accurate, true to the best of my knowledge, and current as of the date below. I certify that I have the legal right to accept employment in this state, and that I will produce, at or before the date of hire, proof of that right to accept employment. I further certify that there are no willful misrepresentations of the above statement and the answer to the question herein, and that I have made no omissions of material fact with respect to any of my answers to the questions presented. I understand that if an investigation should disclose such misrepresentations or omissions, my application may be rejected. I understand that if I should be employed at the time of such investigation and disclosure, my service may be immediately terminated. I understand that I may be required to sign a facsimile of this form before I may begin employment in this or any other position. I will notify Human Resources of any change of address and further understand that failure to do so will result in my name being removed from further consideration. Any information regarding former or current employment with Adelante Development Center may be released to necessary individuals for the sole purpose of determining my eligibility for reemployment, transfer, or promotion.

- I authorize Adelante and/or its agents, including consumer-reporting bureaus, to verify any of the information in my full application for employment.
- I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons or entities from any liability for any damage whatsoever for issuing this information.
- I understand that the use of illegal drugs is prohibited. In accordance with Adelante policy, I am willing to submit to drug testing to detect the use of illegal drugs prior to employment, and at Adelante expense.
- I agree to undergo any required physical examination from a medical doctor of Adelante choice, prior to employment, and at Adelante expense.
- If employed, I agree to work under the policies and regulations of Adelante Development Center, and that my employment with Adelante is at-will, so that I have the right to end my work relationship with Adelante, with or without advance notice or cause, and that Adelante has the same right to terminate my employment with our without advance notice or cause.
- I understand that an offer and acceptance of employment is not a contract for employment. No representative has authority to make any agreement contrary to the above except the President/CEO of Adelante. Any employment agreements will only be valid and binding when the agreement is expressly set forth in a written document signed by an authorized representative of Adelante.
- I authorize Adelante to withhold from my final pay an amount equal to anything owed the organization. This includes the cost of replacing all Adelante property or any other lawful charge or indebtedness.
- I certify that I have read (or had read to me) the job specifications and posted requirements for this position, and that I am fully capable of performing all the essential functions of the position either with or without a reasonable accommodation, as determined by Adelante Development Center.

By checking this box, you are certifying that you have read and agreed to all of the terms of the above statement.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

ORIGINAL SIGNATURE AND DATE IS REQUIRED PRIOR TO ACTUAL HIRE

An Applicant Information form should accompany this application. If you did not receive this form, please contact the Receptionist or the Human Resources Department.

Adelante Development Center complies with EEO/ADA guidelines and is a drug-free workplace.

