



**ADELANTE DEVELOPMENT CENTER
Human Resources Department**

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

GENERAL INFORMATION FOR APPLICANTS

1. Adelante Development Center accepts applications for open positions only.
2. A separate application is required for each position for which you wish to apply. A photocopy of the application will be accepted. Each application must contain an original signature.
3. Resumes and Letters of Interest may be attached to applications, if desired or specifically requested.
4. Current vacancies are generally advertised in the Sunday classified section of the Albuquerque Journal, and on the Internet at <http://www.goadelante.org>
5. Employment opportunities are posted in the job vacancy binder ("Adelante Employment Opportunities") located in the reception areas at Adelante Development Center's offices in Albuquerque and Belen.
6. Applications are available in the Human Resources Department, and may also be obtained on-line at our web site listed above. Applicants can apply in person, via U.S. mail, via facsimile, or by e-mail.
7. Applications/resumes must be received by the Human Resources Department by the closing date (if applicable) listed on the position announcement.
8. Applicants are responsible for copying any documentation to be included with the application. Documents attached to an application become a permanent part of the record and are not returned.
9. All information provided must be correct. Any false information provided may be cause for denial of employment, or dismissal in the event of employment.
10. DMV Records - most positions require a current copy of your Division of Motor Vehicles driving record. Adelante reserves the right to conduct a driver record check for all applicants as a part of the application screening process.
11. Applicants may be required to provide a copy of a diploma, degree or any certification claimed on the application.
12. Applicants selected for interview are usually notified by telephone.
13. Applications for those not selected are kept on file only for the life of the vacancy.
14. Applicants are not automatically considered for future vacancies. Should you become aware of another position for which you wish to apply, you must submit a new application for that vacancy.
15. Adelante Development Center conducts pre-employment drug screenings.
16. In accordance with state and federal regulations, Adelante Development Center conducts pre-employment state and federal background checks.

THE HIRING PROCESS

- Human Resources enters your application information into an application-tracking database and forwards your application to the appropriate hiring manager(s). Please do not call to inquire about the status of your application.
- The hiring manager reviews all applications and selects qualified candidates to interview.
- If you do not receive a call for an interview, please continue to apply for any current open positions for which you meet the minimum qualifications as stated on the job posting.
- Regret cards are not mailed to applicants who are not selected to interview for a specific position. If you do not hear from Adelante Development Center in 1-4 weeks, it is likely the hiring process for the position you applied for has been completed and the position was filled with another applicant.