



SOUTHEAST NM COMMUNITY ACTION CORPORATION

Human Resources Department

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[www.snmcac.com](http://www.snmcac.com)

## Employment Application Instruction Letter

Thank you for your interest in employment with Southeast NM Community Action Corporation. The Following instructions are provided to assist applicants applying for advertised positions.

TO BE CONSIDERED FOR EMPLOYMENT, APPLICANTS MUST MEET ALL MINIMUM QUALIFICATIONS LISTED ON THE JOB DESCRIPTION. SUBMIT COMPLETE APPLICATION PACKETS TO HR IN THE OFFICE OR TO THE LOCAL DEPARTMENT OF WORKFORCE SOLUTIONS.

**!!INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED!!**

APPLICATIONS SUBMITTED AFTER THE POSTED CUTOFF DATE WILL NOT BE CONSIDERED DURING THE SPECIFIED REVIEW. APPLICATIONS SUBMITTED AFTER THE CUTOFF DATE WILL BE KEPT ON FILE FOR SIX MONTHS FOR FUTURE CONSIDERATION.

Before an application is considered for a position with SNMCAC, the Human Resources Department must be in receipt of the following: (Please initial beside each item to indicate completion):

1. **Letter of Interest** indicating the position for which the employment application is made. When applying for more than one position, you must submit a separate application packet for each position to which you are applying. A resume may also be submitted in addition to the application.
2. **Complete Application for Employment**  
Instructions:
  - \***Education/Certificates**- Please list when applicable.
  - \***Work Experience**-Applicants must complete this portion of the application. (DO NOT STATE: "SEE RESUME") List ALL work history. **Do not** leave gaps between jobs. Fill in a status, i.e. Student, Stay at Home Mom, etc.
  - \***Employment References**- List three **professional** references as requested. Include managers from the last two employing organizations who evaluated or supervised your performance. Include complete addresses, telephone and facsimile numbers for the references listed.
  - \***Verification**- Sign and date your application.
3. **Typing Test Results** (if applicable).

The following documents are to be submitted **POST JOB OFFER** (If required by position):

4. Driving Record
5. Local Police Report
6. T.B Questionnaire (for all Head Start positions)
7. DOT Physical Test Results
8. Official High School Diploma or G.E.D. Certificate
9. Official College/ University Transcripts