



better work, better life

Thank you for your interest in employment with Adecco. Please make sure to complete our online application prior to your appointment in the Adecco Branch located at 3540 Pan American FWY Albuquerque, NM, 87107. To complete Adecco's application online follow the steps the below:

**Step 1:**

1. Go to <http://www.adeccousa.com/>
2. Click on "Apply Now" which is located in the top right hand corner.
3. Select the Job Type
3. Enter the zip code 87107. This is to ensure the Albuquerque Branch receives your file.
4. Upload your resume in a WORD document format if you have one. If you do not have a resume please proceed to the next step.
5. Complete the rest of the application including work history.

**Step 2:**

Once your application is received you will receive an email from Xpert to complete online assessments.

**Step 3:**

Please monitor your email once you have completed the on-line application and Xpert online assessments, you will receive an email from US Verify. Click on the link to electronically complete the following forms:

- I-9 form
- Commitment Sheet
- Criminal Conviction Questionnaire
- Confidentiality & Non-Disclosure Agreement
- Drug Testing Authorization Release
- Mandatory Contact Notice
- Direct Deposit Form/Easy Pay Authorization
- Background Authorization & Release
- Federal W-4 Form
- State W-4 Form
- Reference Check Release

**Step 4:**

Your interview at the Adecco Branch located 3540 Pan American FWY Albuquerque, NM, 87107. You will need to bring the following items to your interview:

- Bring documentation verifying your identity and your eligibility to work in the United States. This information is to complete your I-9.

Adecco is an equal opportunity employer. The Adecco Group is a Fortune Global 500 company and the global leader in HR services. Our group connects over 700,000 associates with our business clients each day through our 6,600 offices in over 70 countries and territories around the world. We offer employment opportunities at any stage in your professional career.

Adecco offers medical, dental, vision and other employment benefits after you receive your first paycheck from Adecco.

Thank you again for your interest in employment with Adecco. We look forward to seeing you. If you have any questions please call us at 505-888-4545.

Best Regards,  
Adecco