

Exciting career opportunities are just around the corner!

Find out more with Career Link!

Career Link candidates are hired into part-time positions, working 12-20 hours per week for up to 6 months. These positions will be tailored to match individual career goals. A Career Consultant will help every step of the way.

- Wages are greater than TANF grant amount
- Six months of employment plus education and/or training
- Part-time work as a State of New Mexico employee (12-20 hours per week)
- Earn a paycheck bi-weekly
- Regular job coaching and goal-setting with your own Career Consultant
- Develop new, specialized work skills while earning a paycheck
- Earn your HSE degree or certificate for free
- One-on-one job development
- Receive support services to help with transportation and work related needs
- Possible earned income tax credit

Requirements

- No earned income for household
- Must be in good standing with NMW and Child Support Enforcement Division
- Must be available for work and educational activities 20-30 hours per week for six months
- Must have at least six TANF months remaining out of TANF lifetime limit

Important to know

- Only one parent in a two-parent household can be enrolled in Career Link at any time
- You may only participate in one New Mexico Works program (Career Link **OR** Wage Subsidy) during your TANF lifetime limit

Your first Career Link appointment

Have the following documents ready before your first appointment:

- Updated resume
- I-9 documentation (*see next page*)
- School schedule (*if applicable*)

***For more information,
contact New Mexico Works***

Phone: 1-800-283-4465

Email: NMDWS-NMW@state.nm.us

List of Acceptable Documents for Employment Eligibility Verification

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A	OR	LIST B	AND	LIST A
Documents that establish BOTH identity and employment authorization		Documents that establish identity		Documents that establish employment authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: 1) NOT VALID FOR EMPLOYMENT 2) VALID FOR WORK ONLY WITH INS AUTHORIZATION 3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter registration card		
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: 1) The same name as the passport; and 2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		5. U.S. Military card or draft record		
		6. Military dependent's ID card		
		7. U.S. Coast Guard Merchant Mariner card		
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
11. Clinic, doctor, or hospital record				
12. Day-care or nursery school record				
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI			2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)	
			3. Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal	
			4. Native American tribal document	
			5. U.S. Citizen ID Card (Form I-197)	
			6. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
			7. Employment authorization document issued by the Department of Homeland Security	

Visit <https://www.uscis.gov/i-9> for more information on Employment Eligibility Verification.