



JOB POSTING – Receptionist

Diocesan Migrant & Refugee Services, Inc. (DMRS) has an *immediate* opening for a full-time (35 hours per week) front desk receptionist. DMRS is the largest provider of comprehensive immigration legal services in West Texas. We provide high quality free and low cost legal services to individuals residing within DMRS’s service area, which includes the geographical boundaries of the Roman Catholic Diocese of El Paso and the state of New Mexico.

The receptionist is responsible for handling all incoming calls as well as greeting every individual that comes to DMRS seeking services. As DMRS sees a high volume of individuals and receives a high volume of telephone calls, the receptionist must be comfortable multi-tasking and working in a very busy environment. The receptionist will direct all legal questions to the appropriate department within DMRS. The receptionist will work under the supervision of the Executive Director.

Qualifications:

- High school diploma;
- Fluency in English and Spanish;
- Excellent communication skills;
- Ability to work in a fast-paced, high-volume environment
- Demonstrated commitment to public interest law, particularly to immigration issues
- Past experience as a receptionist *strongly* preferred

Compensation:

- Pay Rate: \$11.10 per hour (Salary is *not* negotiable)
- Health, Vision & Dental Insurance
- 403(b) Retirement Plan

How to apply:

Position will be open until filled; however, this position needs to be filled ASAP. Applicants are encouraged to apply immediately. To apply, submit a completed DMRS Employment application, cover letter and resume to the attention of:

Melissa M. Lopez
Executive Director/Attorney at Law
mlopez@dmrs-ep.org

NO EMAIL OR TELEPHONE INQUIRIES PLEASE – APPLICANTS WILL BE CONTACTED IF DMRS DECIDES TO CONDUCT AN INTERVIEW.



Application for Employment

PERSONAL INFORMATION

Date _____

NAME _____

PRESENT ADDRESS _____
 Last First Middle

PERMANENT ADDRESS _____
 Street City State Zip Code

PHONE NUMBER _____ SOCIAL SECURITY # _____
 Street City State Zip Code

LIST ANY ACQUAINTANCES WORKING FOR US _____

IF YOU WERE PREVIOUSLY EMPLOYED BY US, GIVE DATE, POSITION HELD AND DEPARTMENT _____

POSITION APPLYING FOR _____ SALARY DESIRED _____ DATE YOU CAN START _____

REFERRED BY: _____

EDUCATION

Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

	Name and Address of School	Graduate?		Degree	Subjects Taken
High School		yes	no		
College		yes	no		
College		yes	no		
Bus./Trade School		yes	no		
Military		yes	no		

EMPLOYMENT HISTORY

Begin with most recent employer

1. Name of Employer:	Describe work performed:		
Address:	Phone #:	When & reason for leaving:	
Supervisor name and title:	Dates employed:	May we contact the employer?	
2. Name of Employer:	Describe work performed:		
Address:	Phone #:	When & reason for leaving:	
Supervisor name and title:	Dates employed:	May we contact the employer?	

3. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?
4. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?
5. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?

PERSONAL REFERENCES

Not former employers or relatives

	NAME	OCCUPATION	ADDRESS	PHONE NUMBER
1				
2				
3				

I certify that all statements and representations made in this application are true and correct and I have withheld nothing which would, if disclosed, adversely affect my application. I understand that Diocesan Migrant & Refugee Services, Inc. ("DMRS") relies upon such statements in making its employment decisions, and I authorize DMRS to investigate all such statements contained therein. I understand and agree that any misrepresentation will be sufficient cause for cancellation of the application and/or separation from DMRS if such misrepresentation is discovered at any time after my employment, by DMRS.

By virtue of my signature below, I acknowledge acceptance of the following statement:

I hereby authorize DMRS and the Catholic Diocese of El Paso to obtain an investigative consumer report, if applicable, in connection with my application for employment. I am aware that the Fair Credit Reporting Act, Public law 91-508, requires that DMRS/the Catholic Diocese of El Paso advise me that in connection with my application for employment, that an inquiry may be made which will provide applicable information concerning my prior employment, character, reputation, and mode of living. I understand that upon written request, additional information as to the nature and scope of the investigation will be provided to me. I further understand that DMRS may require, as a condition of employment that I submit to testing for alcohol and/or illegal drugs.

I hereby authorize DMRS to contact all employers, individuals, and educational institutions (as specified on this form) for reference purposes, and I release DMRS from any and all liability, including liability arising from the employer's negligence, upon verification of my prior employment history, criminal record, references and any other background information. Additionally, I authorize DMRS to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party with legal or proper interest. I release from any and all liability arising from negligence, all persons and entities who supply DMRS with information pertaining to my prior employment history, criminal record, references, and any other background information.

Nothing contained in this employment application shall constitute a contract of employment, and I understand and agree that if I am employed, such employment will be "at-will." I understand that any oral statements made to the contrary are not authorized by DMRS management and should not be relied on by me. In the event of my employment, I will comply with all rules and regulations as set forth in the DMRS Policy Manual or other communications distributed to all employees. I hereby acknowledge that I voluntarily signed and have read and understand the above statements.

DATE

SIGNATURE OF APPLICANT