

Paperwork Overview

Completing the Application

Guest Service Driver

Before you begin completing the Guest Service Driver online application for employment with Colorado Mountain Express, you will need the following information at your fingertips for reference:

Sixty (60) consecutive months of residential history, which must include verifiable street address, city, state, and phone number

If you *have not* worked for a transportation company in the United States that was regulated by a Federal or State regulatory agency, you must provide thirty-six (36) consecutive months of verifiable work, unemployment, travel, military duty, schooling, or other status, which must include the name of employer, or other appropriate entity, address, city, state and phone number

If you *have* worked for a transportation company in the United States that was regulated by a Federal or State regulatory agency, you must provide one hundred twenty (120) consecutive months of verifiable work, unemployment, travel, military duty, schooling, or other status, which must include the name of the employer, or other appropriate entity, address, city, state and phone number

Your motor vehicle record, list of traffic offenses, certificado de libre deuda, or other driving record indicating that you may or may not have had a traffic offense in the past three years

Your current valid driver's license

Your passport

Your visa

A credit card for a refundable deposit

First Day of Training

Guest Service Driver

Upon arrival for training, you must bring the following documents with you to class:

International Applicants:

If you have an H2B visa:

- **Passport**
- **Visa**
- **I-94**
- **Motor vehicle record, or list of traffic offenses, or certificado de libre deuda, or other driving record that is not more than thirty-days (30) old**
- **Criminal background history, or certificado de antecedentes penales**
- **Social Security Card, if you have previously worked in the U.S.**
- **Valid driver's license**

If you have a J-1 visa:

- **Passport**
- **Visa**
- **DS-2019**
- **Motor vehicle record, or list of traffic offenses, or certificado de libre deuda, or other driving record that is not more than thirty-days (30) old**
- **Criminal background history, or certificado de antecedentes penales**
- **Social Security Card, if you have previously worked in the U.S.**
- **Valid driver's license**

Domestic Applicants:

- **Certified copy of birth certificate**
- **Valid drivers license**
- **Social Security Card**
- **Motor vehicle record from your current state of domicile that is not more than thirty-days (30) old**
- **Passport, if you have one**

Paperwork Overview

Completing the Application

Positions Other Than Guest Service Driver

Before you begin completing the Inside Sales Agent, Eagle Airport Counter Agent, or Retail Sales Associate online application for employment with Colorado Mountain Express, you will need the following information at your fingertips for reference:

Current and Previous Employers or Status for Last Thirty-Six Months

- **Names of employers**
- **Names of supervisors**
- **Address and phone number**
- **Status (Unemployed, In Military, In School, Traveling)**

Current University or College

- **Name and of College or University**
- **Dates of studies**
- **Course of studies**

Your social security number, if non-visa applicant

Your passport

Your visa

A credit card for a refundable deposit

First Day of Training

Positions Other Than Guest Service Driver

Upon arrival for training, you must bring the following documents with you to class:

International Applicants:

If you have an H2B visa:

- **Passport**
- **Visa**
- **I-94**
- **Social Security Card, if you have previously worked in the U.S.**

If you have a J-1 visa:

- **Passport**
- **Visa**
- **DS-2019**
- **Social Security Card, if you have previously worked in the U.S.**

Domestic Applicants:

- **Social Security Card**
- **Passport, if you have one**
- **Driver's License**