



## Attention Applicants:

Thank you for your interest in Foothills Gateway, Inc. Currently many of the jobs at Foothills Gateway require that staff be able to drive vehicles in the course of employment. As such, we need a copy of your Colorado **Motor Vehicle Record (MVR)** to accompany this application for employment! Your application will be consider incomplete without the Colorado MVR. The motor vehicle record is an official printout of any driving infractions against your license in the last 5 years. All employees of Foothills Gateway must have an acceptable MVR.

**If you are a resident of Colorado**, you can get a copy of your motor vehicle record at the **Colorado Department of Revenue**, Fort Collins Driver's License Office, located at **1121 W. Prospect** (near Prospect and Shields, by the Rite Aid Drug Store). The phone number is **494-9804**.

**If you are a resident of any other state**, you will need to call the Dept. of Motor Vehicles in that state and request a copy of your motor vehicle record. Some states will fax it directly to us. Our fax # is 970-266-2622. **Important: Foothills Gateway CAN NOT request this for you! The receptionist has a list of web sites for the Dept. of Motor Vehicles in each of the 50 states. You can use the web site to find specific contact information and requirements for your state.** It may take several weeks for the out-of-state MVR to arrive at our offices. For most positions, applications will not be processed until an MVR going back five years is established, including out-of-state driving record.

**If any of the following infractions appear on your Motor Vehicle Record, your application will not be considered for employment and/or you will not be offered a Residential Counselor position.**

1) One Serious Violation committed during the past three years. Serious Violations include the following:

- DWUI/DWI - Drugs or Alcohol.
- Driving while license is suspended or revoked.
- Operating a motor vehicle for the commission of a felony.
- Aggravated assault with a motor vehicle.
- Operating a motor vehicle without the owner's authority (Grand Theft).
- Permitting an unlicensed person to drive.
- Reckless driving.
- Speed Contest (Racing).
- Hit and Run (Bodily Injury or Property Damage).
- Failure to Report an Accident.
- Illegal passing of a school bus.
- Other violations considered serious by state law.

2) More than 2 Serious Violations (see above list) committed more than three years ago.

3) More than 2 occurrences of any combination of accidents (regardless of fault) or moving violations during the past three years.

**Thank you for your cooperation!**

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