



Flight Crews Unlimited
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FA Update Form

Flight Crews Unlimited, Inc. requires that our flight attendants update their records with us on an annual basis. In an effort to facilitate our Crew Requests, this process will enable us to contact you for a trip assignment at a moment's notice. Additionally, it will allow us to contact you exclusively for Crew Requests for which you are most experienced. We appreciate your efforts in assisting our staff and clients.

Please print this Update and e-mail (teri@flightcrews.com) to our office along with necessary documentation the Update represents. Your private Flight Attendant Record will then immediately reflect your Update.

COPY OF CURRENT CORPORATE FLIGHT ATTENDANT TRAINING CERTIFICATION – Please renew annually or upon completion of Recurrent Training.

COPY OF ADDITIONAL FLIGHT ATTENDANT CERTIFICATION PROGRAM ATTENDED – Please renew annually or upon attending Medical Emergency training, Cabin Safety, Food Preparation, etc. program.

COPY OF RESUME – Please update when your employment status has changed.

COPY OF PASSPORT – Please update upon renewal and or issuance of Second Passport.

VISAS - Please provide us with copies of newly issued entry Visas as they are obtained.

Please feel free to contact us with any questions you may have and we will be glad to assist you (815) 675-1622. Please return all required documentation to our office including the Flight Attendant Update Form via E-mail: teri@flightcrews.com.