



Flight Crews Unlimited
2903 Tahoe Lane, Spring Grove, Illinois 60081
Phone: 815-675-1622 - Fax: 815-675-2824
info@flightcrews.com - www.flightcrews.com

New FA Checklist

- NEW FLIGHT ATTENDANT CHECKLIST** - Please print "**New Flight Attendant Checklist**" and refer to the Checklist as you compile all requested information. Please return all documents to our office via e-mail: teri@flightcrews.com.
- FLIGHT ATTENDANT INFORMATION RECORD** - Please print and complete the attached document entitled "Flight Attendant Information Record" and return to our office.
- CRIMINAL BACKGROUND AUTHORIZATION FORM** - Please print, sign and complete in its entirety the attached document entitled "Criminal Background Disclosure" and return to our office.
- INTERNATIONAL CREW MEMBER MANIFEST** - Please print and complete the attached document entitled "International Crew Member Manifest" and return to our office.
- COPY OF CURRENT CORPORATE FLIGHT ATTENDANT TRAINING CERTIFICATION** – Please submit copies of all training paperwork received within the past 24 months. (Initial and Recurrent)
- COPY OF ADDITIONAL FLIGHT ATTENDANT CERTIFICATION PROGRAM ATTENDED** – Training on emergency exits and equipment on specific aircraft type, medical emergency, CPR and First Aid training, land/wet ditch training, smoke evacuation, culinary training, etc.
- COPY OF CURRENT PASSPORT** – Please update upon renewal and/or receipt of Secondary passport.
- CURRENT VISA(S) HELD:** - Please submit copies of all Visas to our office.
- COPY OF CURRENT RESUME** – Must have at least 12 months corporate aviation experience. Please include any foreign languages spoken.
- REFERENCES** – Please submit a list of references with whom you have flown within the past 18 months to include: Company name, contact person, telephone number(s).
- CURRENT DRUG TEST RESULTS** – Performed within the past six (6) months.
- MOTOR VEHICLE BACKGROUND CHECK** - Please contact your state's Motor Vehicle Department to request a current motor vehicle background check. Please submit to our office once received. We encourage you to submit all other documentation requested as soon as compiled and forward your Motor Vehicle Background Check results once received as this process may take several weeks.
- 2 PASSPORT SIZE PHOTOS** – Please submit photos to Flight Crews along with a completed ID badge request form.
- CREW MEMBER IDENTIFICATION BADGE** – Please complete, sign and return your request for an ID Badge along with two (2) Passport size photos (as indicated).

Flight Crews Unlimited, Inc. requires a *one time* processing fee in the amount of \$89.95. Please make your check payable to Flight Crews Unlimited, Inc. and mail to our office.