

NEW FLIGHT ATTENDANT CHECKLIST

- NEW FLIGHT ATTENDANT CHECKLIST** - Please print "New Flight Attendant Checklist" and refer to the Checklist as you compile all of the requested information. Please return all documents to our office **E-MAIL** terri@flightcrews.com **OR FAX (815) 675-2824** preferred.

- 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 CREWMEMBER MANIFEST** - Please print and complete the attached document entitled "International Crewmember Manifest" (to be used for future flights) 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) Please update annually.

- 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.

- COPY OF CURRENT PASSPORT** – Please update upon renewal.

- VISAS – CURRENT VISA(S) HELD:**
COUNTRY _____ EXPIRATION DATE _____
COUNTRY _____ EXPIRATION DATE _____

- COPY OF CURRENT RESUME** – Must have at least 12 months corporate aviation experience.

- REFERENCES** – Please submit a list of references with whom you have flown within the past 18 months. Company name, contact person, telephone number(s).

- CURRENT DRUG TEST RESULTS**

- 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 this paperwork once received as it may take several weeks to receive.

- 2 PASSPORT SIZE PHOTOS** – Please submit photos to Flight Crews along with a completed ID badge request form (attached).

- 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 along with 2 passport size photos to our office: