

FLIGHT ATTENDANT DOSSIER



SUSIE SMITH

Gulfstream Flight Attendant – Fort Wayne, IN

Presented to



June 30, 2017





3201 Stelhorn Road
Fort Wayne, IN 46815
United States
JetPro Pilots LLC

Applicant Information

Employee



Applicant Information

Name	Susie Smith
Employee Id	1280
Username	Susie@jetpropilots.com
Status	Active
Primary Email	Susie@jetpropilots.com
Cell Phone	1234567890
Address	3201 Stelhorn Rd Fort Wayne, IN 46815
Hired	06/27/2017

Applicant Job Information

Eligible for Work in the USA Y

Objective/Summary

Test



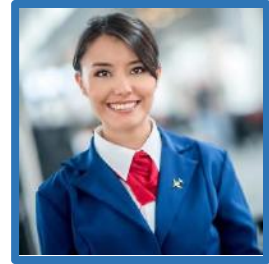
3201 Stellhorn Road
Fort Wayne, IN 46815
United States
JetPro Pilots LLC

Job Application Questionnaires Default

Application Date	Position	First Name	Last Name	Application Question	Application Answer
06/29/2017 05:23p	Flight Attendant	Susie	Smith	Years of experience in Business Aviation?	6 - 10
06/29/2017 05:23p	Flight Attendant	Susie	Smith	Have you completed Aviation Emergency Training?	Yes
06/29/2017 05:23p	Flight Attendant	Susie	Smith	If yes, please specify school	FACTS
06/29/2017 05:23p	Flight Attendant	Susie	Smith	If yes, please select completion date	05/17/2017
06/29/2017 05:23p	Flight Attendant	Susie	Smith	Have you completed CPR/AED Training?	Yes
06/29/2017 05:23p	Flight Attendant	Susie	Smith	If yes, please specify completion date	05/17/2017
06/29/2017 05:23p	Flight Attendant	Susie	Smith	Have you completed HAZMAT Training?	Yes
06/29/2017 05:23p	Flight Attendant	Susie	Smith	If yes, please specify completion date	05/17/2017
06/29/2017 05:23p	Flight Attendant	Susie	Smith	Have you completed CRM Training?	Yes
06/29/2017 05:23p	Flight Attendant	Susie	Smith	If yes, please specify completion date	05/17/2017
06/29/2017 05:23p	Flight Attendant	Susie	Smith	Tell us about your experience with client confidentiality.	I approach client confidentiality like I would approach the Golden Rule.
06/29/2017 05:23p	Flight Attendant	Susie	Smith	I confirm that any and all information I submit to JetPro Pilots is accurate and truthful to the best of my knowledge. I understand that willfully providing false or misleading information may disqualify me from employment with JetPro Pilots.	Y

Susie Smith

3201 Stellhorn Road
Fort Wayne, IN
SusieSmith@aol.com
Mobile: (123) 456-7890



Certified Flight Attendant with extensive background in refined customer service, outstanding planning and organization, proven leadership and interpersonal skills seeking a flight attendant position.

TRAINING/CERTIFICATIONS

FACTS

**Long Beach, CA
May 2017**

- Emergency Training – FAR’s 91, 135, CAR 604/704, JAR Ops 1
- FACTS Access Inflight Medical – BBP, CPR, AED, First Aid
- FACTS High Altitude & Hypoxia Awareness Training
- Corporate Inflight Service Training
- Advanced Service & Etiquette Training

Air Culinaire

**Long Beach, CA
April 2017**

- Food Handling Safety Certificate
- Plating & Garnishing Culinary Training

PROFESSIONAL EXPERIENCE

Corporate Flight Attendant – AIR CREWS

**Indianapolis, IN
October 2010 – Present**

- Ensure passenger safety satisfaction according to FAA and company standards on Gulfstream IV, Gulfstream V, Gulfstream 550, Falcon 2000LXS and Challenger 601.
- Plan, develop and execute all catering for passengers and crew.
- Maintain and respect all passenger profiles and preferences.
- Restock and maintain cleanliness of aircraft and commissary.

EDUCATION

Purdue University, West Lafayette, Indiana

August 2006 – May 2010

Bachelors of Science, Business Administration



**FACTS EPT
TRAINING RECORD**

Written Exam Results: **PASS**
 Practical Drills: **PASS**
 Precourse: **Completed**

Training Dates: 5/15/2017 - 5/17/2017 • DPA -
 OE
 Trainers: [REDACTED]

Initial Training
 Course Completed 5/17/2017

Standard	Date	Module	Completed
1)	5/15/17 Online Learning Classroom	Introduction to FACTS & Aviation Basics	Yes
2)	5/15/17 Online Learning Classroom	Human Factors for Aviation Safety & Introduction to CRM 1	Yes
3)	5/15/17 Online Learning Classroom	Crew Coordination • Passenger & Crew Briefings	Yes
4)	5/15/17 Online Learning Classroom	Emergency Evacuations (Land & Water)	Yes
5)	5/16/17 Simulator Online Learning	Inflight Medical Emergencies, BBP, CPR, AED	Yes
6)	5/16/17 Online Learning Classroom	Decompression & Hypoxia Awareness	Yes
7)	5/16/17 Online Learning Classroom	Survival, Search & Rescue	Yes
8)	5/17/17 Online Learning Classroom	Crew Resource Management 2 & Fatigue	Yes
9)	5/17/17 Classroom Online Learning	Business Aviation & Personal Security	Yes
10)	5/17/17 Classroom Online Learning	Inflight Fire & Smoke Management	Yes
11)	5/17/17 Classroom Online Learning	Emergency Evacuations (Review)	Yes
12)	Online Learning	Dangerous Goods and Hazardous Materials	Yes
13)	Online Learning	Surface Contamination Awareness	Yes

Practicals	Date	Module	Completed
14)	5/15/17 Simulator	Practicals - Evacuation Drills/Scenarios 1	Yes
15)	5/16/17 Pool	Practicals - Water Landings/ Ditchings	Yes
16)	5/17/17 Fire Simulator	Practicals - Live Fire Fighting	Yes
17)	5/17/17 Simulator	Practicals - Evacuation Drills/Scenarios 2	Yes

If Applicable *G500/550 Evacuation Crewmember requirements are not met until student completes an ASSET checklist for each of their assigned Gulfstream G500/550 aircraft.

I certify the information contained in this record of training is accurate and completed modules comply with emergency procedures in accordance with applicable FAR's, CAR's, EUOPS, ISBAO and Aircare FACTS® Training standards.

[Signature]
 [REDACTED]



FACTS EPT
TRAINING RECORD

Written Exam Results: PASS
Practical Drills: PASS
Precourse: Completed

Training Dates: 5/15/2017 - 5/17/2017 • DPA -
OE
Trainers: [Redacted]

Course Completed 5/17/2017

Initial EPT Curriculum

Classroom

- Introduction to Aviation
- Aviation Basics - Terminology, Time, Weather
- Federal Code of Regulations
- Crewmember Duties
- Accidents and Incidents
- Emergency Equipment
- Human Factors and CRM
- Crew Coordination
- Passenger and Crew Briefings
- Emergency Evacuation Procedures
- Inflight Medical Emergencies - Illness and Injuries
- AHA Heartsaver AED Certification
- Decompression and Hypoxia Awareness
- High Altitude Physiology

- Inflight Fires and Fire Science
- Survival Skills
- Hazardous Materials and Dangerous Goods
- Surface Contamination
- Business Aviation Security
- Exam
- Final Review

Simulator/Drills:

- Evacuation Drills
- Ditching Drills
- Live Firefighting Drills
- G550 Evac Crewmember
- Gulfstream G650 Exit
- Hawker Exit
- Type II Citation Style OWE
- Legacy 650 Exit
- Gulfstream G2, G3, G4, G550 Exits
- Falcon 900/2000, 7X, 8X
- Challenger/Global Exits
- Learjet 45/60 Exit

Pre-Course Hours:	16.00
Classroom Hours:	17.00
Sim/Drills Hours:	7.00

Total Credited Hours: 40.00

*G500/550 Evacuation Crewmember requirements are not met until student completes an ASSET checklist for each of their assigned Gulfstream G500/550

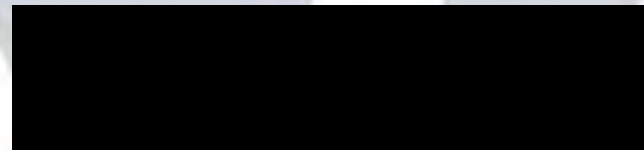
I certify the information contained in this record of training is accurate and completed modules comply with emergency procedures in accordance with applicable FAR's, CAR's, EUOPS, ISBAO and Aircare FACTS® Training standards.

[Signature] [Redacted] ing



CERTIFICATE OF TRAINING

Awarded to



For professional achievement and successful completion of
Aircare FACTS® Initial Crewmember Training

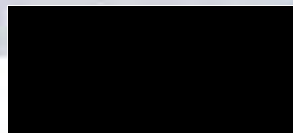
Emergency Procedures Training
in accordance with applicable United States FARs,
Canadian CARS and European JARS/EU-OPS.

Initial Training Completed May 17, 2017

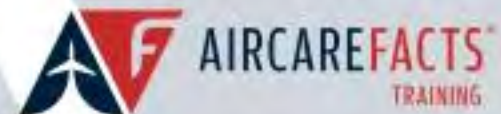
Initial Training Certificate 



Train to Save. Train to Survive.®



Aircare FACTS® Training
An Aircare International Company



HEARTSAVER

**Heartsaver[®]
CPR AED**



**American
Heart
Association[®]**

[REDACTED]
has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Heartsaver[®] CPR AED Program.

Optional modules completed:

Issue Date

05/16/2017

Recommended Renewal Date

05/2019

Training Center Name

Emergency Medical Training Center

Instructor Name

[REDACTED]

Training Center ID

[REDACTED]

Instructor ID

[REDACTED]

Training Center Address

3403 Steamboat Island Rd NW
Olympia WA 98502 USA

eCard Code

[REDACTED]

**Training Center Phone
Number**

(800) 634-8048

QR Code



To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.

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Food Handler Certificate of Completion

_____ is recognized for successfully completing the **eFoodcard** Food Handler Basics Course.

Certificate Number: _____

Issued: 04/19/2017 Valid Through: 04/19/2020

eFoodCard - _____

efoodcard.com • 888.243.0222



Congratulations

You have successfully completed the **eFoodcard** Food Handler Basics Course. Cut cards along dotted lines. Provide one to your employer and keep one for your records. If you have questions, call **888.243.0222**.

Felicidades

Ha terminado con éxito el curso básico **eFoodcard** de manejador de alimentos. Corte las tarjetas a lo largo de las líneas punteadas. Dé una a su empleador y guarde la otra para sus registros escritos. Si tiene preguntas, llame al **888.243.0222**.

We the People

Of the United States,
in Order to form a more perfect Union,
establish Justice, insure domestic Tranquility,
provide for the common defence,
promote the general Welfare, and secure
the Blessings of Liberty to ourselves and
our Posterity, do ordain and establish this
Constitution for the United States of America.



SIGNATURE OF BEARER / SIGNATURE DU TITULAIRE / FIRMA DEL TITULAR

PASSPORT
PASSEPORT
PASAPORTE

UNITED STATES OF AMERICA

Type / Type / Tipo Code / Code / Código Passport No. / No. du Passeport / No. de Pasaporte
P USA

Surname / Nom / Apellidos

Given Names / Prénoms / Nombres

Nationality / Nationalité / Nacionalidad

UNITED STATES OF AMERICA
Date of birth / Date de naissance / Fecha de nacimiento

Place of birth / Lieu de naissance / Lugar de nacimiento

Sex / Sexe / Sexo

ILLINOIS, U.S.A.

Date of issue / Date de délivrance / Fecha de expedición

Authority / Autorité / Autoridad

17 Feb 2009

F
United States
Department of State

Date of expiration / Date d'expiration / Fecha de caducidad

16 Feb 2019

Endorsements / Mentions Spéciales / Anotaciones

SEE PAGE 27



Lisa McKeeman

From: Jason Wardwell
Sent: Monday, May 22, 2017 11:18 PM
To: Lisa McKeeman
Subject: FW: Completed Report - [REDACTED]

Jason Wardwell
Director of Operations
Office: 260.918.2784 | Mobile: 260.740.4390 (text or call)

From: support=easybackgrounds.com@screening.services [mailto:support=easybackgrounds.com@screening.services]
On Behalf Of support@easybackgrounds.com
Sent: Friday, May 19, 2017 1:40 PM
To: jason@jetpropilots.com
Subject: Completed Report - [REDACTED]



PO Box 952 Newfields, NH 03856
Phone: 800-538-6525
Fax: 888-410-4838
Email: support@easybackgrounds.com

JetPro Pilots
Jason Wardwell
3201 Stellhorn Rd
FORT WAYNE, IN 46815
Phone: 260-918-2784
Email: jason@jetpropilots.com

Profile Information

Name: [REDACTED]
Date Ordered: 05/18/2017
Date Completed: 05/19/2017
Gender: F
Reference: [REDACTED]

The following are included in this report:

Search Type	Detail	Status
County Criminal	Kane, Illinois	Complete - No Record
County Criminal	Cook, Illinois	Complete - No Record
Instant Address History/SSN Trace		Complete

County Criminal

Jurisdiction Searched Kane, Illinois
Name Searched [REDACTED]
Search ID [REDACTED]
Reference [REDACTED]
Date Ordered 05/18/2017
Date Completed 05/18/2017
Records Searched Minimum of 7 years - Felony and Misdemeanor
Status No Records Found

County Criminal

Jurisdiction Searched Cook, Illinois
Name Searched [REDACTED]
Search ID [REDACTED]
Reference [REDACTED]
Date Ordered 05/18/2017
Date Completed 05/19/2017
Records Searched Minimum of 7 years - Felony and Misdemeanor
Status No Records Found

Instant Address History/SSN Trace

Social Security Number
Name [REDACTED]
Search ID [REDACTED]
Reference [REDACTED]
Date Ordered 05/18/2017
Date Completed 05/18/2017

Results
The Instant Address History/SSN Trace was performed.

Under the Fair Credit Report Act, address history details are not reportable. The address information produced by this search is used to identify and order other searches, such as criminal record history, but is not shown on the report.