

## Instructions for Application Completion

1. Please complete IN FULL the enclosed forms:
  - a. Employment Application: Type or print neatly. Be sure to initial each of the seven items under **Applicants Statements** on the last page of the Employment Application form. Also, please check one of the two boxes (**Yes** or **No**) following Item #4 of the Applicants Statement. (Current employers are not contacted until an applicant receives a job offer for a specific position and provides IASCO with the required form.) Please sign and date the Employment Application form.
  - b. Pilot Supplement: List all flight hours and dates last flown on this form. Do not simply refer us to your resume. **Include only hard line time in each seat (Captain, First Officer, Flight Engineer.) Do not include simulator time or Captain hours logged while flying in the capacity of a First Officer.** On the reverse side, list all your certificates, ratings, and licenses and please sign the form.
2. Return all of the enclosed forms, together with the following additional required items:
  - a. Copy of your Airman's Certificate.
  - b. Copy of your most recent Medical Certificate. (*Note: Your medical certificate may reveal a medical disability. You may elect to delete any reference to the nature of your disability by marking over it.*)
  - c. Copy of your FCC Radiotelephone Operator Permit.
  - d. Please also include any additional information or documents, such as a resume, C.V., training certificates, awards, etc. Any materials that were previously submitted to IASCO for the purpose of obtaining this application form will not necessarily be included with your application file; therefore, please incorporate another copy of the same materials in this package to guarantee that your file is complete.
3. Address and stamp the enclosed postcard and return it to us if you would like to receive notice that your application has been received.
5. It is suggested that you keep a copy of your application for your own records and future reference.
6. It is very important that you notify us immediately when your address or telephone number change. Also inform us of any significant flight time change or new type ratings.
7. An annual update is mandatory if you wish to keep your file active.
8. Please feel free to contact us by mail or fax (650) 593-8101 to update your application.
9. Please mail all materials to:

IASCO  
Flight Crew Services  
220 Twin Dolphin Drive, Suite C  
Redwood City, CA. 94065 USA