

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

Applicant Information
Sheet No. 1

To all persons applying for employment
with the Central Intelligence Agency:

Your signature to this paper is the first step in applying for employment with the Central Intelligence Agency. No application may proceed beyond this first step if the applicant is not in agreement with the conditions stated below:

GENERAL CONSIDERATIONS:

1. The National Security Act (50 USC 403), which created the Central Intelligence Agency as of 18 September 1947, places upon the Agency the responsibility:

- a. "to advise the National Security Council in matters concerning such intelligence activities of the Government departments and agencies as relate to the national security;
- b. "to make recommendations to the National Security Council for the coordination of such intelligence activities of the departments and agencies of the Government as relate to the national security;
- c. "to correlate and evaluate intelligence relating to the national security, and provide for the appropriate dissemination of such intelligence within the Government . . . ;
- d. "to perform, for the benefit of the existing intelligence agencies, such additional services of common concern as the National Security Council determines can be more efficiently accomplished centrally;
- e. "to perform such other functions and duties related to intelligence affecting the national security as the National Security Council may from time to time direct."

The special character of this national responsibility requires the Agency to maintain special employment criteria which may be different from the employment standards of other Government departments and agencies. It follows that the investigation of applicants, which is prerequisite to their employment is a time-consuming process. It includes, in addition to loyalty and security checks, an evaluation as to competence, physical and emotional fitness, and a determination that a suitable position exists.

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2. This comprehensive review may result in a determination that an applicant is not to be offered employment. Frequently, such determination would not be the result of any single event or element in the applicant's personal background or qualifications but would reflect the composite results of the several evaluations involved. In any event, determinations by the Agency are conclusive and final, and no statement of specific reasons is made to the applicant.

3. It should be understood by each applicant that appointments are extremely competitive and that not everyone who is investigated or considered is finally employed. Employment by the Central Intelligence Agency is not a right upon which an applicant can insist. Any offer of employment is subject to full security clearance and does not constitute a commitment of employment on the Agency's part. Applicants must realize that a substantial portion of those who apply are not offered employment even though only a few are rejected for security reasons.

STATEMENT OF UNDERSTANDING
AND AGREEMENT

I have read, understand, and agree to the foregoing General Considerations.

December 7th 1981
(Date)

David A. Hughes
(Signature of Applicant)