



Application for Employment Federal Bureau of Investigation

INSTRUCTIONAL INFORMATION SHEET

The Instructional Information Sheet has been prepared to assist you in completing the application for FBI employment. If a question does not apply to you, please indicate "N/A" in the appropriate space. If you need additional space for any question on the application or want to give additional information, you must use the FD-140a for Sections II and IV and/or you may use plain sheets that are the same size as this application for any other question. You should number each answer to correspond to each question and include your name and Social Security Account Number at the top of each continuation sheet.

Type or legibly print your answers in **black ink**. If your form is illegible, it will not be accepted.

Note: Persons with disabilities who require accommodations to complete the application process should notify the FBI of their needs.

COMMON OMISSIONS

Incomplete information will delay the processing your application. Therefore, answer each question as thoroughly as possible. In Part XIV, we have found that some applicants omit the middle names of relatives. If a relative does not have a middle name, indicate "NMN," meaning no middle name. If you are unable to furnish complete information concerning your parents or relatives, give a justifiable explanation as to why you cannot do so.

If you served in the Armed Forces, indicate in Part II, by each address, whether you lived on or off base. Be sure to include overseas tours. If you have relatives who are currently in the military, indicate their complete addresses and whether they reside on or off base.

TRANSCRIPTS

Official transcripts of all college courses will be necessary if you are applying for a specialty position. Examples of specialty positions are Computer Scientist, Electronics Technician, Laboratory Aide/Technician, Budget Analyst, Operating Accountant, and Financial Analyst. Attach your transcripts to your application so that we can determine your qualifications for the position. If you are unsure as to whether the position you are applying for requires transcripts, contact your local FBI office.

CERTIFICATIONS

If you are applying for Special Agent under the Accounting Program, you may need certification of your academic qualifications. Contact your local FBI office for further information.

HATCH ACT REFORM PROVISIONS

The Hatch Act Reform Amendments of 1993, 5 U.S.C. § 3303, prohibit the FBI from accepting oral or written statements from congressional or political sources that are **unsolicited** recommendations for your appointment to an employment position.

YOU MAY DETACH THIS INFORMATION SHEET, BUT INCLUDE ALL OTHER SHEETS WITH YOUR COMPLETED APPLICATION.

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EFFECTS OF NONDISCLOSURE AND PENALTIES FOR INACCURATE OR FALSE STATEMENTS

The employment application forms request both mandatory and optional information. If you omit answering an item, however, you may not receive full consideration for a position; and without your social security number, we cannot process your application. Consequently, it is in your best interest to answer all of the questions. The U.S. Criminal Code, Title 18 § 1001, provides that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 or 5 years in prison, or both. Under 5 U.S.C. § 8315, a false answer to questions relating to membership in the Communist Party, U.S.A., or other communist or fascist organizations could deprive you of your right to an annuity when you reach retirement age. Deliberately and materially making false or fraudulent statements on this form will be grounds for not granting you a security clearance and not hiring you or for firing you after you begin work. In addition, these violations will become part of your permanent record for future employment.

You are applying for a sensitive position, and your trustworthiness and suitability for FBI employment is vital to your eligibility for a security clearance. Consequently, your prospects for placement and a security clearance are better if you answer all questions honestly and completely. An investigation of your statements will include checking fingerprints, police records, and former employers. Should questions on any of your statements arise, you will be given an adequate opportunity to respond, and your comments will be included in the official record. As a further condition of employment, you will be administered a polygraph examination. This examination will focus on your truthfulness on the FBI application form, which includes questions on prior drug use. Please note that you can be disqualified for FBI employment if you have done any of the following:

- used marijuana during the last 3 years,
- used marijuana more than 15 times,
- used an illegal drug or combination of illegal drugs, other than marijuana, more than 5 times,
- used an illegal drug or combination of illegal drugs, other than marijuana, during the last 10 years,
- sold an illegal drug for profit,
- used an illegal drug while employed in a law enforcement or prosecutorial position or while in a position of high-level responsibility or public trust,
- failed an FBI polygraph examination regarding prior drug use, even if the extent of use would not have been disqualifying,
- failed an FBI polygraph examination regarding truthfulness/candor on an FBI employment application, or
- failed an FBI polygraph examination regarding contact with non-U.S. Intelligence Services.

 Printed Name

 Signature (as usually written, without nicknames)

 Social Security Account Number

 Date

(Public Burden and Privacy Act Statements on next page)

PUBLIC BURDEN INFORMATION The public burden reporting for this collection of information is estimated to be 8 hours per response. This estimate includes reviewing instructions, searching information sources, and gathering and reporting the information. You may send your comments on the time estimate and other aspects of data collection, including suggestions for reducing the time it takes to complete this form to the Fraud Section, Criminal Division, U. S. Department of Justice, Washington, D.C. 20535-0001, and to the Office of Management and Budget, OMB Number 1110-0016, Washington, D.C. 20535-0001.

AUTHORITY

The FBI investigates and assesses suitability and security issues of federal employment primarily under 5 U.S.C. §§ 3301 and 9101 and Executive Orders 10450 and 12968. The Director of the FBI exercises power and authority vested in the Attorney General to take final action on the employment, direction, and general administration of FBI personnel under 28 C.F.R. § 0.137. The Bureau requests your Social Security Account Number (SSAN) under Executive Order 9397.

PRIVACY ACT NOTICE

Pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a, we are providing the following information on principal purposes and routine uses for individuals completing the FBI employment application forms.

PRINCIPAL PURPOSES AND ROUTINE USES

The principal purpose of this form is to collect information to determine the qualifications and suitability of FBI employment applicants and to determine the reassignment, reinstatement, transfer, or promotion of current FBI employees. By law and regulation, we may evaluate your application to determine, for example, if you are entitled to Veterans' Preference and if you are restricted by citizenship, family members already employed, or residence requirements. We may also use your application to contact you for an interview and to verify your availability for employment. The further purpose of this form is to collect information for an FBI background investigation to establish your eligibility for a required security clearance and for other authorized purposes within the Department of Justice. Your SSAN identifies you throughout your federal career from job application to retirement. We may use your SSAN to accurately identify your records and to process your application for employment. We may use your SSAN to seek information about you from employers, schools, banks, and other individuals who know you. Your SSAN may also be used in studies and computer matches with other government files that, for instance, may pertain to unpaid student loans or parent locators. Furthermore, all or part of your completed FBI application form may be disclosed outside the Department of Justice to the following:

1. Federal agencies requesting lists of individuals who are eligible for appointment, reassignment, reinstatement, transfer, or promotion.
2. State or local government agencies under either the Intergovernmental Personnel Act or the President's Executive Program when you have expressed an interest in such employment.
3. Federal agency investigators to determine suitability for federal employment.
4. Selecting officials who are involved with the internal personnel management of federal agencies.
5. Appropriate federal, state, local, foreign, or other public authorities conducting criminal, intelligence, or security background investigations.
6. Federal, state, or local agencies creating other personnel records after you have been appointed to an agency position.
7. Appropriate entities responsible for licensing or for investigating, prosecuting, or enforcing law, regulation, or contract.
8. Federal, state, local, foreign, or other public authorities if there is a request for information on employment, security, contracting, or licensing determinations.
9. The news media or general public when the disclosure of factual information would be in the public interest and would not constitute an unwarranted invasion of privacy.
10. Officials or employees of other federal agencies to assist in the performance of their duties, including the White House for employment, security, or access purposes and for matters of constitutional, statutory, or other official duties of the President.
11. Non-FBI employees acting in furtherance of a Department of Justice function.
12. Courts or adjudicative bodies when the FBI has an official interest in the proceedings.
13. Identified persons or entities to publish notice in the **Federal Register** of the routine use of information.