

OFFICE OF THE PRESIDENT
Presidential Personnel Office

APPOINTEE INFORMATION SHEET

NOTICE: Return to the Office of Presidential Appointments as soon as complete. This information is necessary to begin the clearance process. Return via email to incomingPPOdocs@ [Ex. 6] or contact the office for alternate submission methods.

PART I: TO BE COMPLETED BY POTENTIAL APPOINTEE

1. FULL NAME (Last, First, Middle):		2. SOCIAL SECURITY NUMBER:	
3. CURRENT RESIDENTIAL ADDRESS (Number, Street, City, State, ZIP Code)			
4. VOTING ADDRESS IN 2016 (Number, Street, City, State, ZIP Code)			
5. PLACE OF BIRTH (City, State; if not U.S., state country)		6. GENDER	7. DATE OF BIRTH
8. ETHNIC HERITAGE		9. RACE	10. POLITICAL PARTY
11. HOME PHONE	12. CELL PHONE		13. WORK PHONE
14. PERSONAL EMAIL		15. WORK EMAIL	
16. CURRENT POSITION (Title, Company)		17. WORK ADDRESS (Number, Street, City, State, Zip)	
18. SPOUSE		19. CHILDREN	
20. NAME AND HOME STATE (For official announcement and nomination)			
21. EDUCATION (Degree, Institution, Year)		22. AWARDS	
23. MILITARY SERVICE (Rank, Branch, Years)		24. PREVIOUS PRESIDENTIAL APPOINTMENTS	

PART II: TO BE COMPLETED BY PRESIDENTIAL PERSONNEL

1. POSITION			
2. TYPE	3. VICE		4. TERM
5. POTUS APPROVAL	6. SECURITY PACKAGE SENT		7. COUNSEL START

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WITHOUT PRIOR WHITE HOUSE APPROVAL**