

The White House
 Presidential Personnel Office
SKC/SES BIO SHEET

NOTICE: Return this form to the Presidential Personnel Office as soon as complete. This information is necessary to begin the clearance process. Return to White House Liaison when completed.

PART I: PERSONAL INFORMATION (TO BE COMPLETED BY THE CANDIDATE)

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|--|----------------|---|---------------------|
| 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, if different than current address) | | | |
| 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. PLEASE LIST ALL SOCIAL MEDIA ACCOUNTS (Or say none if you have none) | | | |
| 19. EDUCATION (Degree, Institution, Year) | | 20. AWARDS | |
| 21. MILITARY SERVICE (Rank, Branch, Years) | | 22. PREVIOUS PRESIDENTIAL APPOINTMENTS | |

PART II: POSITION INFORMATION (TO BE COMPLETED BY WHITE HOUSE LIAISON)

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|---------------------|---------------------|-----------|---------------------|
| 1. POSITION TITLE | | 2. AGENCY | |
| 2. APPOINTMENT TYPE | 3. GRADE | | 4. OPM NUMBER |
| 5. WH LIAISON NAME | 6. WH LIAISON PHONE | | 7. WH LIAISON EMAIL |

**INTERNAL WHITE HOUSE DOCUMENT, NOT FOR RELEASE
 WITHOUT PRIOR WHITE HOUSE APPROVAL**