

The White House
 Presidential Personnel Office
SKC/SES BIO SHEET

NOTICE: This information is necessary to begin the clearance process. Please return to the White House Liaison once completed.

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

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. LIST ALL SOCIAL MEDIA ACCOUNTS (Include URLs)			
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)

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**