



**PERSONNEL SECURITY OFFICE PROSPECTIVE EMPLOYEE PROFILE SHEET**

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM/DD/YYYY

POSITION TITLE: \_\_\_\_\_

WORK SPACE: \_\_\_\_\_ / \_\_\_\_\_  
DEPARTMENT DIRECTORATE

PERFORMANCE PERIOD: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

COUNTRY OF BIRTH: \_\_\_\_\_

COUNTRY OF CITIZENSHIP: \_\_\_\_\_

CITY OF BIRTH: \_\_\_\_\_

STATE OF BIRTH: \_\_\_\_\_

ARE YOU A DUAL CITIZEN? YES ☐ NO ☐ COUNTRY: \_\_\_\_\_

HAVE YOU EVER BEEN ISSUED A PASSPORT BY A COUNTRY OTHER THAN THE U.S.?

YES ☐ NO ☐

DAY TIME PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

CURRENT EMAIL ADDRESS: \_\_\_\_\_

**EMPLOYMENT CATEGORY (CHECK ONLY ONE)**

(1) CONTRACTOR: ☐ AGENCY: \_\_\_\_\_  
CONTRACTING OFFICER REPRESENTATIVE: \_\_\_\_\_  
COR PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
CONTRACT NUMBER: \_\_\_\_\_

(2) DOD CIVIL SERVICE: ☐ POC: \_\_\_\_\_  
POC PHONE NUMBER: \_\_\_\_\_

(3) NON DOD CIVIL SERVICE: ☐ AGENCY: \_\_\_\_\_  
POC: (NAME & NUMBER) \_\_\_\_\_

(4) RED CROSS VOLUNTEER: ☐ POC: \_\_\_\_\_  
POC PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

(5) MILITARY: ☐ BRANCH: \_\_\_\_\_  
POC: (NAME & NUMBER) \_\_\_\_\_

(6) STUDENTS/INTERNS/OBSERVERS: ☐ POC: \_\_\_\_\_  
POC PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**\*\*\*FOR PERSONNEL SECURITY OFFICE USE ONLY\*\*\***

APPROVED TO IN-PROCESS: ☐ APPROVED DATE: \_\_\_\_\_  
MM/DD/YYYY

DISAPPROVED TO IN-PROCESS: ☐ DISAPPROVED DATE: \_\_\_\_\_  
MM/DD/YYYY

PSO OFFICIAL SIGNATURE: \_\_\_\_\_