51370

57/195

5—241.

Indian Industrial School.
CARLISLE, PA Agency,

Oct. 26, 1899

R. H. Pratt
Major 10th Cavalry, Supt. ~~Indian Agent.~~

6 mo

Reports Changes in School Employees.

Approved November 3, 1899

E FILE.

6—961

11/9

Indian Industrial School
CARLISLE, PA Agency

Oct. 26, 1899.

I hereby certify that the within descriptive statement correctly shows all changes in the school employee force under my charge which have not previously been reported; and that the employees herein shown as appointed actually entered on duty on the dates indicated.

R. H. Pratt, Agent or Supt.
Major 10th Cavalry, Supt.

SCHOOL EMPLOYEES.

Department of the Interior,

OFFICE OF INDIAN AFFAIRS.

WASHINGTON, *July 12, 1897.*

To Agents and Bonded Superintendents:

All appointments, transfers, removals, and promotions in the Indian School Service are made by order of the Commissioner of Indian Affairs.

Upon the within "Descriptive Statement" immediately after instructions, you will submit such changes in your school employee force for approval. Do not report changes in *Agency* positions on this blank.

Every column must be properly filled out, and you will refer to the file number and date of the office letter directing the change. In case of an emergency, you may fill a vacancy temporarily, but such temporary appointment must be immediately reported to this office with full and explicit reasons therefor.

No appointment or relief should be reported until the employee has *actually* entered on duty, or terminated service.

In the column designated "Previous residence," show the State from which the employee was originally appointed to the Indian Service, and in that of "Date of original appointment," state the time the employee first entered the Indian Service.

In the descriptive statement the SEX may be designated by the letter M for male and F for female; the RACE by W for white, N for negro, I for Indian, H for halfbreed, C for Chinese, etc.; the correct AGE is to be given when known—when it is estimated, a line should be drawn under the figures; S designates single, M married, and W widowed.

The reports of "Changes in School Employees" are not considered as a substitute for "Quarterly Reports of School Employees." The latter must be made regularly and promptly, without regard to these.

Respectfully,

W. A. JONES,

Commissioner of Indian Affairs.

Indian Industrial School
CARLISLE, PA

DESCRIPTIVE STATEMENT of changes in School Employees at Some ~~Agency,~~

submitted Oct. 26, 1899, by R. H. Pratt, Major 10th Cavalry, Supt, ~~U. S. Indian Agent.~~

APPOINTED:

NAME IN FULL.	AUTHORIZED POSITION.	COMPENSATION.	SCHOOL AT WHICH EMPLOYED.	DATE ENTERING ON DUTY UNDER THIS APPOINTMENT.	SEX.	RACE.	AGE.	Single, Married, or Widowed.	BIRTHPLACE.	PREVIOUS RESIDENCE.	PREVIOUS OCCUPATION.	DATE OF ORIGINAL APPOINTMENT.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
5. James R. Wheelock	Asst. Printer	$600-	Y. Carlisle	Oct 1, 1899	M	L	24	S	Wis.	Wis.	Band Manager	July 1, 1897	Sept. 27, 1899 Education 114551-1899
5. Ernest Robitaille	Band Manager	120-	"	" " "	"	"	27	"	Kansas	Ind. Ty.	Student	Oct. 1, 1899	" " " " " "
5. William Latley	Baker	120-	"	Sept. 1. "	"	"	21	"	N. C.	N. C.	Student	Sept. 1, 1899	June 9, " " Auth. 61442.
5 Anne H. Stewart	Sloyd Teacher	600	"	Oct. 16. "	F.	W.	37	"	Ill.	Ill.	Sloyd Teacher	Oct. 16, 1899	Verbal authority from Commr of Ind. Affairs, Oct. 6, 1899. Application and endorsements herewith.

RELIEVED:

NAME IN FULL.	AUTHORIZED POSITION.	COMPENSATION.	SCHOOL AT WHICH EMPLOYED.	DATE OF TERMINATING SERVICE.	RESIGNED OR DISCHARGED.	CAUSE.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
James R. Wheelock	Band Manager	$500-	Y. Carlisle	Sept. 30, 1899	Promoted	Promoted to position of Asst. Printer, as per above	Sept. 27, 1899 Education 114551-1899.
George L. Wolfe	Asst. Carpenter	240-	"	" " "	Resigned	To attend Commercial College	Resignation herewith

The nom Anne H. Stewart is appd temp

(notify CSC 3 mos)

6—951

Department of the Interior,

INDIAN SCHOOL SERVICE,

OFFICE OF SUPERINTENDENT,

Carlisle Penn.

Sept 30, 1899

Maj R.H. Pratt Supt.

Dear sir:-

Having decided to take a course in the Comercial College of Carlisle, I do hereby resign my position as Assistant Carpenter at the school Carpenter shop, resignation to take effect this day.

Very Respectfully,

Geo. L. Wolfe.

51370

INDIAN SCHOOL SERVICE.

APPLICATION FOR APPOINTMENT.

Applicant will write his full name, post-office address, and date of application in the blanks below.

Name. Anne H. Stewart

City or Town. Quincy

State or Territory. Illinois

Date. September eighth 1899

APPLIES FOR APPOINTMENT

as Teacher of Sloyd

at Carlisle Indian School

TO APPLICANTS.

Answer *every* question definitely, whether it seems applicable to the position you seek or not, with the exception of those specially designated.

This blank application is as nearly general as can be made to apply to the qualifications of persons seeking employment in the Indian School Service.

They must have at least a fair English education, and be able to speak and write the English language fluently. They should be earnest, conscientious, patient, persevering, kindly disposed, and willing. Conduct, associates, and reputation must be above reproach. Watchful, but not suspicious; attentive to details, but not given to fault-finding—they should also be courteous and polite in all relations with associate employés and pupils.

The female employés are the guardians of the female pupils and must have their confidence and esteem, and so direct their work that they shall not only be well trained in household duties, but elevated in moral character and educated to self-respect, neatness, and industry.

The male industrial instructors are charged with the proper development of the character of the boys, and should possess their respect and be examples to them of all that is best in upright manhood, and be careful to teach them habits of diligence, accuracy, attention to business, the value of time and money, while instructing them in the industries to which they must look for employment after leaving school.

Persons entering the Indian Service must understand when they accept appointment that hard work is to be performed; that long hours of service are required; that in the nature of things every employé must be willing to work night or day if special emergencies arise; that the duties of an employé do not end arbitrarily at a given hour, but may be continued indefinitely; and that additional duties, or duties entirely different from those usually attaching to the position to which the employé is regularly assigned, may be required. There is no room for shirks or unwilling workers in the Indian School Service; and the man or woman who is too fastidious to assist in making a camp Indian child or youth tidy in appearance, too indifferent to participate in the general exercises of the school, too obstinate to yield to the judgment of those charged with directing the school work, should not enter it; for efficiency and success can come only to those who are interested in the education of the Indian, physically able for the arduous duties to be performed, and, above all else, willing to do whatever is necessary for the good of all concerned.

I have carefully read the above statements, and agree that if I am appointed it shall be upon the conditions outlined.

Anne H. Stewart

6—775 [Applicant's signature.]

(5—074.)

APPLICATION FOR APPOINTMENT IN THE U. S. INDIAN SCHOOL SERVICE.

To the **COMMISSIONER OF INDIAN AFFAIRS,**

Washington, D. C.

I, Anne E. H. Stewart, *hereby apply for appointment as* Teacher of Sloyd *at* Carlisle Indian School *and declare upon honor that to the best of my knowledge and belief the answers made by me to the following questions are true, and that they are made in my own handwriting:*

	QUESTIONS.	ANSWERS.
1	Your Christian name and surname? [in full]	Anne Helme Stewart
2	Date and place of birth?	May 8th 1862 Quincy Del.
3	Present legal residence, city or town, county or parish, state?	Chicago Ill.
4	How long have you been a resident?	Ten years. Excepting 1894 & 1895
5	Are you a citizen of the United States?	Yes
	If naturalized, where and when?	—
6	(a) Married or single?	Single
	(b) Number and ages of children?	None
	(c) What members of your family will be with you at the reservation?	None
7	State your present and your usual occupation, and the experience and degree of success you have had.	Teaching. Ten years experience. Have been told I was successful
8	In what places have you resided and what has been your occupation during *each* year for the past five years, and what wages have you received? [Give name and address of your employer or employers, if any, the length of your stay with each, and reason for leaving their employ.]	NOTE.—Reply to this question and "7" may be made on a separate sheet of paper, referring to the questions by number. See Paper No 8
9	What has been the state of your health during the past five years? [Answer explicitly and positively.]	Excellent
	(a) Are you now physically capable of a full discharge of the duties of the position in which you are seeking employment?	Yes
	(b) Have you any defect of sight?	No
	(c) of hearing?	No
	(d) of speech?	No
	(e) of limb?	No
10	Are you subject to any chronic disease, disorder, or infirmity which at any time unfits you for the duties of your present vocation or that for which you are seeking appointment?	No
11	Do you now habitually use, or have you ever been addicted to the use of alcoholic liquors, tobacco, morphine, or opium?	No
12	Do you pledge yourself not to use intoxicating liquors as a beverage, and narcotics, while you are in the Indian Service?	Yes
13	Where were you educated, and how old were you when you left school? [State kind of school, scope of studies pursued, whether common school, high school, business college, academy, college, university, technical, normal, or other professional school.]	Graduated from Quincy High School at the age of 19. Studied one year in the New Eng. Conservatory of Music - Boston Mass. Graduated from Jenkins Normal Institute Chicago in 1893. Finished course in Sloyd - Kindergarten School Chicago 1897
14	Write the Commissioner of Indian Affairs a letter briefly stating your qualifications and training for the place you seek.	See letter No 14

6—775

	QUESTIONS.	ANSWERS.
*15	Have you been trained in the usual household duties, such as cooking, sewing, laundrying, and care of the house generally? If so, when, where, and how?	Yes in a general way at home.
*16	Have you had experience and success in managing, instructing, and caring for the bodily comfort of children? State particulars.	I have had experience in managing and instructing - but the care of the bodily comfort of the children did not devolve on me
*17	Do you understand butter-making, care of milk, canning, drying, pickling, and preserving fruits, curing meats, and preparing household delicacies and necessities as usually understood by thrifty, intelligent housewives, in farming communities? Answer very fully.	Only to a limited extent
*18	Can you cut, fit, and make garments for males and females; crochet, knit, and operate a sewing machine?	Yes
	Can you patiently and carefully instruct young Indian girls in all the sewing, darning, mending, etc., usual in large families in our best white homes?	Yes
*19	Can you wash and iron clothing neatly?	I think I could if necessary
*20	Can you perform or direct, or both perform and direct, the kitchen duties incumbent upon a cook in a boarding school for Indian children?	No
*21	Are you accounted a first-class housekeeper, cook, or seamstress, and could you perform the duties of one or more such positions?	I can sew
†22	What mechanical trades do you understand, and at which have you served a regular apprenticeship?	
†23	Are you accustomed to the duties of a farmer and stockgrower?	
†24	Are you familiar with the usual work of a well conducted farm, such as sowing, cultivating, and reaping crops; mowing, curing, and stacking hay, grain, and fodder; planting and cultivating trees, vines, and small fruits; breeding, caring for, and butchering stock; making cheese, storing winter fruits and vegetables, bee-keeping, sheep-shearing, etc.	
	What experience have you had as a farmer, and when?	
	Are you acquainted with methods of irrigation?	
	Do you take an agricultural paper? If so, what one?	
†25	Are you handy with ordinary farm tools and implements; able to make repairs of buildings, vehicles, harness, fences, and do rough carpenter work?	
†26	Have you the faculty of winning and retaining the confidence of your associates, employés, and pupils?	

*To be answered by female applicants only. †To be answered by male applicants only.

	QUESTIONS.	ANSWERS.
27	Have you ever been in the Indian Service? If so, where and when?	No
	Why did you leave, and at what time? [Year, month, and day, if possible.]	—
28	Have you ever taught school?	Yes
	During what years, and in what grades?	In 1888 - Third & fourth grades.
	What subjects are you best qualified to teach?	Sloyd and singing.
	What educational journals do you read?	The Kindergarten Journal and Current Magazine
	What works on teaching have you read?	Educational Sloyd - Solomon. Education of Man - Froebel. Pedagogy - Hewitt
29	Do you sing, and are you able to teach vocal music?	Yes
	Do you play any instrument? If so, what?	Yes - piano
	Are you able to teach instrumental music?	I have taught it.
30	Have you skill in drawing and painting?	Have done a very little in that line
31	Do you understand kindergarten methods, and have you applied them in your teaching?	Have not taken kindergarten training - but use some of the methods in my work
32	In what institutions were you trained, or by what experience have you fitted yourself specially for the position for which you are an applicant?	In the Kozminski School Chicago under the instruction of Miss Anna Murray
33	Give the names and addresses of two responsible persons who are thoroughly acquainted, by personal observation, with your qualifications for the position for which you apply, to whom I may refer for further information.	Mr. Geo. E. Ross. Lewis Institute Chicago Mr. Harry Keeler. Prin. Haven Vacation School Chicago
34	How long do you expect to remain in the Indian school work if appointed, and successful?	Indefinitely
35	Why do you wish a position in an Indian school?	I think I should like it and seem it a good field for usefulness

IN WITNESS WHEREOF, I have hereunto subscribed my name this 8th day of September 1899, at Quincy, County of Adams and State of Illinois.

[Applicant's signature:] Anne H. Stewart

Present address [Post-office address:] 1249 Maine St - Quincy Ill

51370

Indian Office. Rec'd No. 2 1899

U. S. INDIAN SCHOOL SERVICE.

STATEMENT CONCERNING APPLICANT.

Name of Applicant, Anne H. Stewart

City or Town, Chicago

State, Illinois.

A person who makes a statement concerning an applicant must have known him personally one year or longer, and must be a legal resident of the State, Territory, or district of which the applicant claims to be a legal resident; and one of the two persons making statements concerning an applicant must reside in the city, town, county, or parish in which the applicant claims a residence.

6—774

IN GENERAL.

The within blank is as general as can be made to apply to the qualification of persons seeking employment in the Indian School Service.

Good health and high moral character are prime requisites in all school employés.

They must have at least a fair English education, and be able to speak and write the English language fluently. They should be earnest, conscientious, patient, persevering, kindly disposed, and willing. Conduct, associates, and reputation must be above reproach. Watchful, but not suspicious; attentive to details, but not given to fault-finding—they should also be courteous and polite in all relations with associate employés and pupils.

The female employés are the guardians of the female pupils and must have their confidence and esteem, and so direct their work that they shall not only be well trained in household duties, but elevated in moral character and educated to self-respect, neatness, and industry.

The male industrial instructors are charged with the proper development of the character of the boys, and should possess their respect and be examples to them of all that is best in upright manhood, and be careful to teach them habits of diligence, accuracy, attention to business, the value of time and money, while instructing them in the industries to which they must look for employment after leaving school.

Persons entering the Indian Service must understand when they accept appointment that hard work is to be performed; that long hours of service are required; that in the nature of things every employé must be willing to work night or day if special emergencies arise; that the duties of an employé do not end arbitrarily at a given hour, but may be continued indefinitely; and that additional duties, or duties entirely different from those usually attaching to the position to which the employé is regularly assigned, may be required. There is no room for shirks or unwilling workers in the Indian School Service; and the man or woman who is too fastidious to assist in making a camp Indian child or youth tidy in appearance, too indifferent to participate in the general exercises of the school, too obstinate to yield to the judgment of those charged with directing the school work, should not enter it; for efficiency and success can come only to those who are interested in the education of the Indian, physically able for the arduous duties to be performed, and, above all else, willing to do whatever is necessary for the good of all concerned.

I have read the above.

Orris J. Milliken

(Signature of party making statement concerning applicant.)

(5—075.)

Statement Concerning Applicant for Appointment in the U. S. Indian School Service.

To the **COMMISSIONER OF INDIAN AFFAIRS,**

Washington, D. C.

I, the undersigned, hereby certify that I am personally acquainted with Anne H. Stewart, *of* Chicago, *County of* Cook, *State of* Illinois.

I also hereby certify, upon honor, that the answers made by me to the following questions are true to the best of my knowledge and belief, and in my own handwriting, and that I have read the remarks upon the reverse side of this blank.

	QUESTIONS.	ANSWERS.
1	Are you over 25 years of age?	Yes
2	Where is your legal residence? [Give city or town, county or parish, State, and post-office address.] How long have you lived there?	5-820 So. Park Ave., Chicago Two years.
3	Are you well acquainted with the person named above?	Yes
4	How long have you known applicant?	1½ years
5	Are you related to applicant? What is the relationship?	No. —
6	Has applicant been in your employ? How long was applicant employed by you? When did applicant leave your employ, and for what reason?	Yes 1½ years Completed school term
7	Would you yourself trust applicant with employment requiring undoubted honesty, faithfulness, industry, good health, and the right use of all the faculties of mind and body, and would you recommend him for such to your personal friends?	Yes, without hesitation
8	What position does applicant desire?	Teacher of Sloyd.
9	What do you know, by personal observation, of applicant's education and qualifications in other respects for the position applied for?	She was trained in Sloyd under my direction and held position as teacher of same in Vacation Schools.
10	What special opportunities have you had for judging of applicant's qualifications?	She has taught under my immediate supervision
11	What has been the condition of applicant's health since your acquaintance? Do you know of any physical disability?	Excellent — no.
12	Does applicant now use or has applicant been in the habit of using intoxicating liquors or narcotics?	No
13	Does applicant use profane, vulgar, or coarse language?	No
14	Is applicant a person of good moral character? What moral qualities does applicant possess?	Excellent Those that tend to make a woman.
15	Is applicant a person of good repute?	Yes.

	QUESTIONS.	ANSWERS.
16	Does applicant possess such physical, mental, and moral qualities and have such habits as will in your opinion insure intelligent, faithful, and efficient performance of the duties of the position sought?	Yes. She is especially well qualified for the position she seeks. She compels pupils to love her by her personality.
17	Are you aware of *any* circumstances tending to *disqualify* applicant for the position applied for?	No.

Signature: Orris J. Milliken

Post-office address: 5820 So. Park Ave, Chicago.

Occupation: Prin. of Chas. Kozminski School. Supt. of Vacation Schools.

Date: Sept. 7, 1899

51370 | Indian Office. Incl. No. 3 | 1899

U. S. INDIAN SCHOOL SERVICE.

STATEMENT CONCERNING APPLICANT.

Name of Applicant, Iris Anna H. Stewart

City or Town, Quincy

State, Illinois

A person who makes a statement concerning an applicant must have known him personally one year or longer, and must be a legal resident of the State, Territory, or district of which the applicant claims to be a legal resident; and one of the two persons making statements concerning an applicant must reside in the city, town, county, or parish in which the applicant claims a residence.

6—774

IN GENERAL.

The within blank is as general as can be made to apply to the qualification of persons seeking employment in the Indian School Service.

Good health and high moral character are prime requisites in all school employés.

They must have at least a fair English education, and be able to speak and write the English language fluently. They should be earnest, conscientious, patient, persevering, kindly disposed, and willing. Conduct, associates, and reputation must be above reproach. Watchful, but not suspicious; attentive to details, but not given to fault-finding—they should also be courteous and polite in all relations with associate employés and pupils.

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I have read the above.

Mary E. McDonald

(Signature of party making statement concerning applicant.)

(5—075.)

Statement Concerning Applicant for Appointment in the U. S. Indian School Service.

To the COMMISSIONER OF INDIAN AFFAIRS,

Washington, D. C.

I, the undersigned, hereby certify that I am personally acquainted with Mrs Anna H. Olsen

1249 Maine St., *of* Quincy,

County of ....., *State of* Illinois.

I also hereby certify, upon honor, that the answers made by me to the following questions are true to the best of my knowledge and belief, and in my own handwriting, and that I have read the remarks upon the reverse side of this blank.

	QUESTIONS.	ANSWERS.
1	Are you over 25 years of age?	yes
2	Where is your legal residence? [Give city or town, county or parish, State, and post-office address.] How long have you lived there?	4638 Ashland ave. Chicago - Yes At University of Chicago Settlement since I have lived five years.
3	Are you well acquainted with the person named above?	yes,
4	How long have you known applicant?	three years
5	Are you related to applicant? What is the relationship?	no,
6	Has applicant been in your employ? How long was applicant employed by you? When did applicant leave your employ, and for what reason?	Led a chorus of children two winters, one summer She left - to study Lloyd & for no other reason.
7	Would you yourself trust applicant with employment requiring undoubted honesty, faithfulness, industry, good health, and the right use of all the faculties of mind and body, and would you recommend him for such to your personal friends?	Without any reservations I can say yes
8	What position does applicant desire?	Teaching Lloyd in Indian School
9	What do you know, by personal observation, of applicant's education and qualifications in other respects for the position applied for?	I know she has had the best training in Chicago —
10	What special opportunities have you had for judging of applicant's qualifications?	Have seen her very acceptable work with my children's chorus —
11	What has been the condition of applicant's health since your acquaintance? Do you know of any physical disability?	very good —
12	Does applicant now use or has applicant been in the habit of using intoxicating liquors or narcotics?	no & never not.
13	Does applicant use profane, vulgar, or coarse language?	no
14	Is applicant a person of good moral character? What moral qualities does applicant possess?	Good, perhaps the best Humble, faithful, exact, frank.
15	Is applicant a person of good repute?	none better.

6—774

	QUESTIONS.	ANSWERS.
16	Does applicant possess such physical, mental, and moral qualities and have such habits as will in your opinion insure intelligent, faithful, and efficient performance of the duties of the position sought?	Yes - I am sure she will
17	Are you aware of *any* circumstances tending to *disqualify* applicant for the position applied for?	None —

Signature: Mary E. McDowell
Head Resident
Post-office address: The University of Chicago
Occupation: Settlement
4638 Ashland Avenue
Chicago - Ills.

Date:

Question No 8 —

In Quincy Ill. 1895 — Since then Chicago — Have received $2.00 and $2.50 per lesson. For work in Vacation School. $60.00

Aside from private teaching I have taught the Childrens and adult Choirs in the various Social Settlements More Particularly in those of the Chicago and Northwestern Universities During

the last year have taught Sly[illegible]
in All Souls' Church Chicago and
in the Vacation Schools

Chas Kozminski School,

Chicago, June 21 1899

To whom it may concern. –

This is to certify that Miss Anne Stewart has successfully carried on the Sloyd work during the past year in the All Souls Church and it gives me great pleasure to recommend her both as a skillful and tactful teacher. Any one securing her services will find her an enthusiastic and conscientious worker.

Very Respectfully
Anna Murray

1249 Main St.
Quincy Ill. Sept 8/99

Commissioner of Indian Affairs
Washington D C

Dear Sir:

I have finished a normal course in Lloyd and during the last year have taught it in the Chicago Vacation Schools and in All Souls Church Chicago - I am

a High School graduate
finished a normal
course in Music and
have taught it for
a number of years.
My work has been largely
in the Childrens
Classes of the various
Social Settlements and
particularly in those
of the Chicago and
Northwestern Universities
Respectfully yours
Anna H Stewart