

9180

OFFICE OF

Indian Affairs

FEB 20

1900

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5-241.

Indian Industrial School

CARLISLE, PA

Agency,

Feb. 19 1900

R. H. Pratt

Major 10th Cavalry, Supt. Indian Agent

12 inc.

Reports Changes in School Employees.

Approved Feb. 26, 1900, 189

Enclosures Nos 4 & 8 in the
fund to Carlisle July 25/00.

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6-961

2/26.

FILE.

M

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.

Agency

Feb. 19 1900

Indian Industrial School

CARLISLE, PA

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.

DESCRIPTIVE STATEMENT of changes in School Employees at

submitted

Feb. 19, 1900, by

Indian Industrial School

CARLISLE, PA

Agency,

R. W. 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.

G. M. Shelley	Tailor	\$720.00	Carlisle	Feb. 1, 1900	M	W	39	M	Ohio	Indiana	Tailor	Feb. 1, 1900	Jan. 26, 1900 { 3229-1900 4687-1900
Bertha Canfield	Seamstress	800. "	"	" 9 "	F	"	33	W	Kentucky	Indiana	Nurse	Sept. 5, 1892	Jan. 24, 1900 - Education Feb. 1, 1900 Auth. 64292
James M. Bellows	Cook	600. "	"	" 1 "	M	"	42	M	England	Penna	Cook	Feb. 1, 1900	Application and endorsement herewith. On trial
Emma H. Bellows	Assh.	300. "	"	" " "	F	"	38	"	New Jersey	"	Housekeeper	" " "	" " " " " " "
C. E. Dagenett	Laborer	50. Mo.	"	" " "	M	D	25	"	I. T.	O. T.	Disciplinarian	About Sept. 1894	Feb. 14, 1900, Education 6917. Auth. 64452

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.

Elmer Snyder	Tailor	\$720.00	Carlisle	Jan. 31, 1900	Resigned	To engage in business	Resignation herewith
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The noms. of James M. and Emma H. Bellows are approved temp. If their services are satisfactory you should have them apply to the C.S.C., for blanks upon which to make application for the registration of their names. If their names are then certified their appts can be made permanent.

Blow the Bellows for three months to the C.S.C.

9180

Indian Office.

Incl. No. 1

1900

INDIAN SCHOOL SERVICE.

TO APPLICANTS.

APPLICATION FOR APPOINTMENT.

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

Name, *James M. Bellows*

City or Town,

State or Territory,

Date,

APPLIES FOR APPOINTMENT

as

at

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 employes and pupils.

The female employes 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 employe must be willing to work night or day if special emergencies arise; that the duties of an employe 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 employe 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.

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

To the COMMISSIONER OF INDIAN AFFAIRS,

Washington, D. C.

I, James Melbert Bellows, hereby apply for appointment
 as Chief Cook, at The Indian School Carlisle Pa
 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]	<u>James Melbert Bellows</u>
2	Date and place of birth?	<u>Jan 1st 1858 Liverpool England</u>
3	Present legal residence, city or town, county or parish, state?	<u>2422 Arlington St. Philadelphia Pa.</u>
4	How long have you been a resident?	<u>About one year.</u>
5	Are you a citizen of the United States?	<u>Yes.</u>
	If naturalized, where and when?	<u>In Phila Jan. 26th 1900</u>
6	(a) Married or single?	<u>Married</u>
	(b) Number and ages of children?	<u>None</u>
	(c) What members of your family will be with you at the reservation?	<u>My Wife</u>
7	State your present and your usual occupation, and the experience and degree of success you have had.	<u>Cook 15 years Experience always successful.</u>
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. <u>answer on slip of Paper</u>
9	What has been the state of your health during the past five years? [Answer explicitly and positively.]	<u>Excellent</u>
	(a) Are you now physically capable of a full discharge of the duties of the position in which you are seeking employment?	<u>Yes.</u>
	(b) Have you any defect of sight?	<u>No.</u>
	(c) of hearing?	<u>No.</u>
	(d) of speech?	<u>No.</u>
	(e) of limb?	<u>No.</u>
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?	<u>No.</u>
11	Do you now habitually use, or have you ever been addicted to the use of alcoholic liquors, tobacco, morphine, or opium?	<u>Don't use liquors or Tobacco, Morphine or Opium</u>
12	Do you pledge yourself not to use intoxicating liquors as a beverage, and narcotics, while you are in the Indian Service?	<u>Yes.</u>
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.]	<u>Liverpool England about 17 years old. Common School Education</u>
14	Write the Commissioner of Indian Affairs a letter briefly stating your qualifications and training for the place you seek.	<u>Wrote Letter.</u>

	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?	
* 16	Have you had experience and success in managing, instructing, and caring for the bodily comfort of children? State particulars.	
* 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.	
* 18	Can you cut, fit, and make garments for males and females: crocheted, knit, and operate a sewing machine? * 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?	
* 19	Can you wash and iron clothing neatly?	
* 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?	
* 21	Are you accounted a first-class housekeeper, cook, or seamstress, and could you perform the duties of one or more such positions?	
† 22	What mechanical trades do you understand, and at which have you served a regular apprenticeship?	<i>None</i>
† 23	Are you accustomed to the duties of a farmer and stockgrower?	<i>No.</i>
† 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?	<i>No.</i> <i>None.</i>
	Are you acquainted with methods of irrigation?	<i>No.</i>
	Do you take an agricultural paper? If so, what one?	<i>No</i>
† 25	Are you handy with ordinary farm tools and implements; able to make repairs of buildings, vehicles, harness, fences, and do rough carpenter work?	<i>No.</i>
* 26	Have you the faculty of winning and retaining the confidence of your associates, employes, and pupils?	<i>yes, by being upright honest & doing what is right</i>

	QUESTIONS.	ANSWERS.
27	Have you ever been in the Indian Service? If so, where and when? Why did you leave, and at what time? [Year, month, and day, if possible.]	<i>no.</i>
28	Have you ever taught school? During what years, and in what grades? What subjects are you best qualified to teach? What educational journals do you read? What works on teaching have you read?	<i>no.</i>
29	Do you sing, and are you able to teach vocal music? Do you play any instrument? If so, what? Are you able to teach instrumental music?	<i>no.</i>
30	Have you skill in drawing and painting?	<i>no.</i>
31	Do you understand kindergarten methods, and have you applied them in your teaching?	<i>no.</i>
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?	<i>none. Cook of Steamships</i>
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.	<i>The Rev. Jesse J. Burk, 400 Chestnut Rev J. H. A. Brier Swedesboro N. J.</i>
34	How long do you expect to remain in the Indian school work if appointed, and successful?	<i>as long as I can</i>
35	Why do you wish a position in an Indian school?	<i>Because I think I would like it</i>

IN WITNESS WHEREOF, I have hereunto subscribed my name this *27th* day of *January*
 18*90* at *Philadelphia*, County of *Philadelphia* and
 State of *Penna*

[Applicant's signature:] *James Melbert Bellows.*
 [Post-office address:] *2422 Arlington St.
 Philadelphia, Penna*

9180

Indian Office.

Incl. No. 2

1900

Major R. H. Batt.

Supt. Industrial School.

Carlisle Pa

Sir.

I have the honor to apply for
position as Cook at the Indian School
at Carlisle Pa. and trust by strict
attention to my duties to give you
entire satisfaction

Respectfully

Jas. W. Bellows.

9180

Indian Office.

3

Incl. No.

1900

Answers to question 8. I have resided in Philadelphia
my occupation for the past 5 years has been
Cook on Steam Ships belonging to the
South Pacific Steamship Co, Wages
received \$80. a month. address of My
Employers Dale St Liverpool. My reason
for leaving was my desire to settle in
U.S. and get married to my present
wife

House of Representatives U. S.

OFFICIAL BUSINESS—FREE.

Act of January 12, 1895.

A C Hamner

M. C.

Major R. H. Pratt
u.s.a.
Charles
Ja

U. S. INDIAN SCHOOL SERVICE.

STATEMENT CONCERNING APPLICANT.

Name of Applicant,

City or Town,

State,

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.

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 employes.

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 employes and pupils.

The female employes 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 employe must be willing to work night or day if special emergencies arise; that the duties of an employe 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 employe 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.

(Signature of party making statement concerning applicant.)

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 James
Melbert Bellows, of Philadelphia,
 County of Philadelphia, State of Pennsylvania.

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?	I am now 59 years of age
2 Where is your legal residence? [Give city or town, county or parish, State, and post-office address.] How long have you lived there?	Clarksboro, N. J. (Gloucester Co.) where I have been Rector of the Episcopal Church for 21 years
3 Are you well acquainted with the person named above?	My acquaintance, while not of long standing, has been quite intimate.
4 How long have you known applicant?	A little more than six months
5 Are you related to applicant? What is the relationship?	In no way. None
6 Has applicant been in your employ? How long was applicant employed by you? When did applicant leave your employ, and for what reason?	No No —
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
8 What position does applicant desire?	Cook at Indian School, Carlisle
9 What do you know, by personal observation, of applicant's education and qualifications in other respects for the position applied for?	I personally know him to be exceptionally fitted by a varied experience, and excellent natural abilities, for such a position
10 What special opportunities have you had for judging of applicant's qualifications?	I married him; and his wife has been from childhood, with all her family, among my nearest neighbors and personal friends, and I have seen them constantly since their marriage.
11 What has been the condition of applicant's health since your acquaintance? Do you know of any physical disability?	Sound and vigorous. Not the slightest
12 Does applicant now use or has applicant been in the habit of using intoxicating liquors or narcotics?	I have never known or heard of his drinking intoxicants, but know him as a moderate smoker.
13 Does applicant use profane, vulgar, or coarse language?	Not that I know of.
14 Is applicant a person of good moral character? What moral qualities does applicant possess?	I believe so. Energy, tenacity of purpose, ambition, kindness, and I believe truthfulness
15 Is applicant a person of good repute?	So far as he is known to those whom I know.

	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?	<i>I think that he will be just what is needed, and be found very satisfactory.</i>
17	Are you aware of any circumstances tending to disqualify applicant for the position applied for?	<i>I am not.</i>

Signature: *Lesse Y. Burr*

Post-office address: *Clarkstown, N. J.*

Occupation: *P. E. Clergyman; and also*

Secretary of the University of Pennsylvania, Philadelphia. His office, in the latter capacity, is at
400 Chestnut St
Philadelphia

Date: *January 27, 1900.*

U. S. INDIAN SCHOOL SERVICE.

STATEMENT CONCERNING APPLICANT.

Name of Applicant,

City or Town,

State,

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.

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 employes.

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 employes and pupils.

The female employes 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 employe must be willing to work night or day if special emergencies arise; that the duties of an employe 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 employe 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.

(Signature of party making statement concerning applicant.)

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 James
Nielbert Bellows, of Philadelphia,
 County of Philadelphia, State of Pennsylvania

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?	<u>I am sixty three years of age</u>
2	Where is your legal residence? [Give city or town, county or parish, State, and post-office address.] How long have you lived there?	<u>More than twenty years.</u> <u>Clarksboro, Gloucester Co. N. J.</u>
3	Are you well acquainted with the person named above?	<u>Yes</u>
4	How long have you known applicant?	<u>About six months</u>
5	Are you related to applicant? What is the relationship?	<u>No</u> <u>—</u>
6	Has applicant been in your employ? How long was applicant employed by you? When did applicant leave your employ, and for what reason?	<u>No</u> <u>—</u> <u>—</u>
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?	<u>I would</u>
8	What position does applicant desire?	<u>Cook at Indian School, Carlisle.</u>
9	What do you know, by personal observation, of applicant's education and qualifications in other respects for the position applied for?	<u>He is intelligent, polite,</u> <u>energetic, and has had such</u> <u>experience as will fit him for the about</u> <u>position.</u>
10	What special opportunities have you had for judging of applicant's qualifications?	<u>Frequent personal intercourse</u>
11	What has been the condition of applicant's health since your acquaintance? Do you know of any physical disability?	<u>His health has been good.</u>
12	Does applicant now use or has applicant been in the habit of using intoxicating liquors or narcotics?	<u>Not so far as I know with the ex-</u> <u>ception of an occasional beer.</u>
13	Does applicant use profane, vulgar, or coarse language?	<u>I have never known him to do so.</u>
14	Is applicant a person of good moral character? What moral qualities does applicant possess?	<u>I believe that he is temperate</u> <u>industrious honest and truthful</u>
15	Is applicant a person of good repute?	<u>Yes is.</u>

	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?	Emphatically, yes.
17	Are you aware of any circumstances tending to disqualify applicant for the position applied for?	Not any.

Signature: J. Howard O'Brien

Post-office address: Clarksboro, Gl. Co. N. J.

Occupation: Pastor, Presb. Ch. Swedesboro, N. J.

Date: January 27, 1908.

9180

Indian Office.

Incl. No. 7

1900

INDIAN SCHOOL SERVICE.

APPLICATION FOR APPOINTMENT.

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

Name, *Emma H. Bellows*

City or Town, _____

State or Territory, _____

Date, _____

APPLIES FOR APPOINTMENT

as _____

at _____

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 employes and pupils.

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

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

To the COMMISSIONER OF INDIAN AFFAIRS,

Washington, D. C.

I, Emma H. Bellows, hereby apply for appointment
as Assistant Cook at The Indian School Carlisle Pa.
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]	<u>Emma H. Bellows</u>
2 Date and place of birth?	<u>June 13th 1862.</u> <u>Clarksboro Gloucester Co. N. J.</u>
3 Present legal residence, city or town, county or parish, state?	<u>2422 Arlington St. Phila Pa.</u>
4 How long have you been a resident?	<u>13 years.</u>
5 Are you a citizen of the United States?	<u>Yes.</u>
If naturalized, where and when?	
6 (a) Married or single?	<u>Married</u>
(b) Number and ages of children?	<u>None</u>
(c) What members of your family will be with you at the reservation?	<u>None out side of ourselves</u>
7 State your present and your usual occupation, and the experience and degree of success you have had.	<u>Very successful as Cook & House-keeper</u> <u>the past 13 years.</u>
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. <u>Resided in Clarksboro N. J. as Cook & House-keeper with my family and left on my own accord to get married.</u>
9 What has been the state of your health during the past five years? [Answer explicitly and positively.]	<u>Good in every respect and is so now.</u>
(a) Are you now physically capable of a full discharge of the duties of the position in which you are seeking employment?	<u>Yes.</u>
(b) Have you any defect of sight?	<u>No.</u>
(c) of hearing?	<u>No.</u>
(d) of speech?	<u>No.</u>
(e) of limb?	<u>No.</u>
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?	<u>No.</u>
11 Do you now habitually use, or have you ever been addicted to the use of alcoholic liquors, tobacco, morphine, or opium?	<u>No. never.</u>
12 Do you pledge yourself not to use intoxicating liquors as a beverage, and narcotics, while you are in the Indian Service?	<u>Yes.</u>
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.]	<u>Educated at Clarksboro N. J.</u> <u>Common School Education.</u> <u>Left school at the age of 16.</u>
14 Write the Commissioner of Indian Affairs a letter briefly stating your qualifications and training for the place you seek.	<u>Letter written as requested</u>

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. ever since I was 15 years old at Clark's for a long time in my mother's house.
*16 Have you had experience and success in managing, instructing, and caring for the bodily comfort of children? State particulars.	Yes we had quite a large family of children over which I had care.
*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.	Yes.
*18 Can you cut, fit, and make garments for males and females: crochets, 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?	Yes.
*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?	Yes.
*21 Are you accounted a first-class housekeeper, cook, or seamstress, and could you perform the duties of one or more such positions?	Yes.
*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, employes, and pupils?	

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?	No.
During what years, and in what grades?	
What subjects are you best qualified to teach?	
What educational journals do you read?	
What works on teaching have you read?	
29 Do you sing, and are you able to teach vocal music?	No.
Do you play any instrument? If so, what?	
Are you able to teach instrumental music?	
30 Have you skill in drawing and painting?	No.
31 Do you understand kindergarten methods, and have you applied them in your teaching?	No.
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?	None.
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.	Joseph L. Taylor 1001 Chestnut St. Phila Pa. Edmund L. Burke 1707 Arch St. Phila Pa.
34 How long do you expect to remain in the Indian school work if appointed, and successful?	As long as I can.
35 Why do you wish a position in an Indian school?	Because I would like it.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 27 day of January 1897 at Philadelphia, County of Philadelphia and State of Pennsylvania.

[Applicant's signature:] Emma H. Bellows
[Post-office address:] 2422 Arlington St. Philadelphia, Penna.

9180

Indian Office.

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Incl. No.

1900

2422 Burlington St. Phila. Pa.

Jan. 27th 1900.

The Commissioner of.
Indian Affairs.
Carlisle Pa.

Sir.

I have the honor to
apply for position as asst tank
cook. I am a good plain family
cook and feel sure I can give entire
satisfaction if appointed to the
position.

Respectfully.

Emma H. Bellows.

9180

Indian Office.

Incl. No. 10

1900

U. S. INDIAN SCHOOL SERVICE.

STATEMENT CONCERNING APPLICANT.

Name of Applicant,

City or Town,

State,

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.

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 employes.

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 employes and pupils.

The female employes 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 employe must be willing to work night or day if special emergencies arise; that the duties of an employe 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 employe 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.

(Signature of party making statement concerning applicant.)

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 Emma Bellows
 of Philadelphia,
 County of Philadelphia, State of Pennsylvania.
 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?	221 N. 17th St. Phila. Pa. In Phila. All my life at about 25 years
3 Are you well acquainted with the person named above?	yes
4 How long have you known applicant?	Fifteen 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?	no — —
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
8 What position does applicant desire?	Assistant cook at Indian School Carlisle
9 What do you know, by personal observation, of applicant's education and qualifications in other respects for the position applied for?	I believe her to be thoroughly Capable
10 What special opportunities have you had for judging of applicant's qualifications?	I have known applicant for fifteen years and know her to be a good cook and housekeeper
11 What has been the condition of applicant's health since your acquaintance? Do you know of any physical disability?	Good. Has no physical disability
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?	yes Every good quality I know
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, without question.
17	Are you aware of any circumstances tending to disqualify applicant for the position applied for?	No.

Signature:

Post-office address:

Occupation:

Date:

Joseph J. Taylor
1000 Chestnut Street
Attorney at Law

Jan 27, 1900

U. S. INDIAN SCHOOL SERVICE.

STATEMENT CONCERNING APPLICANT.

Name of Applicant, *Emma Bellows*City or Town, *Philadelphia*State, *Pennsylvania*

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.

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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 employe must be willing to work night or day if special emergencies arise; that the duties of an employe 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 employe 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.

(Signature of party making statement concerning applicant.)

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 Emma Bellows
 ✓ of the City of Philadelphia, County of Philadelphia, State of Pennsylvania.

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?	1707 North 8 th St Two months
3	Are you well acquainted with the person named above?	I am
4	How long have you known applicant?	For twenty years.
5	Are you related to applicant? What is the relationship?	No None
6	Has applicant been in your employ? How long was applicant employed by you? When did applicant leave your employ, and for what reason?	No — —
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?	I would
8	What position does applicant desire?	Assistant Cook at Indian School, Carlisle
9	What do you know, by personal observation, of applicant's education and qualifications in other respects for the position applied for?	I believe her to be thoroughly capable in every respect.
10	What special opportunities have you had for judging of applicant's qualifications?	I have known her from infancy up and know her to be a good cook and excellent housekeeper.
11	What has been the condition of applicant's health since your acquaintance? Do you know of any physical disability?	Good. Has no physical disability
12	Does applicant now use or has applicant been in the habit of using intoxicating liquors or narcotics?	Never - 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?	She is Every good quality I know.
15	Is applicant a person of good repute?	She is

	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?	<i>She certainly does.</i>
17	Are you aware of any circumstances tending to disqualify applicant for the position applied for?	<i>No</i>

Signature: *Edmund Burk*

Post-office address: *1707 N. 8th St. Phila.*

Occupation: *Clergyman in P. E. Church.*

Date: *January 27 1900*

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Indian Office.

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Incl. No.

1900

Department of the Interior,
INDIAN SCHOOL SERVICE,
OFFICE OF SUPERINTENDENT.

Carlisle Pa

Jan 1st 1900
189

Major R. H. Pratt

Dear Sir -

I hereby
respectfully tender my resignation
as tailor of the Carlisle Ind. school
to take effect February 1st 1900.
Thanking you for past fav-
ors. I am

your Obedt Servant
Elias N Snyder