

Indian Industrial School,

CARLISLE, PA. Agency,

Jan 21, 1901

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

Major 10th Cavalry, Supt., Agent or Supt.

4682

OFFICE OF
Indian Affairs
Rec JAN 23
1901

1901

62/187

Indian Industrial School Agency,
CARLISLE, PA

Jan 21, 1901

R. H. Pratt

Major 10th Cavalry, Supt., U. S. Indian Agent.

Reports Changes in School Employees.

Approved January 28, 1901

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SCHOOL EMPLOYEES.

Department of the Interior,

OFFICE OF INDIAN AFFAIRS.

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 all such changes in your school employee force for approval. Do not report changes in *Agency* positions on this blank, nor changes in school positions paying \$96 or less per annum.

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 "Legal 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 half-breed, 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.

DESCRIPTIVE STATEMENT of changes in School Employees at

Indian Industrial School, Agency,

CARLISLE, PA

submitted

Jan 21

, 1901, by

R D Pratt

Major 10th Cavalry, Supt.

, U. S. Indian Agent.

APPOINTED:

NAME IN FULL.

AUTHORIZED
POSITION.COMPENSA-
TION.SCHOOL
AT WHICH
EMPLOYED.DATE ENTER-
ING ON DUTY
UNDER THIS
APPOINTMENT.

SEX.

RACE.

AGE.

Single, Married,
or Widowed.

BIRTHPLACE.

LEGAL
RESIDENCE.PREVIOUS
OCCUPATION.DATE OF ORIGINAL
APPOINTMENT.DATE AND FILE NUMBER OF OFFICE LETTER
AUTHORIZING THIS CHANGE.

S M Thompson	Outing Agent	\$850.00	Carlisle	Jan 1, 1901	M	It	45	M	Penna	Penna	Salesman	Jan 1, 1901	
Edith M. Harg	Librarian	\$360.00	"	"	F	"	24	S	N.Y.	N.Y.	Librarian	"	Application of endorsement herewith.

RELIEVED:

NAME IN FULL.

AUTHORIZED
POSITION.COMPENSA-
TION.SCHOOL
AT WHICH
EMPLOYED.DATE OF TER-
MINATING
SERVICE.RESIGNED,
DISMISSED, OR
TRANSFERRED.

CAUSE.

DATE AND FILE NUMBER OF OFFICE LETTER
AUTHORIZING THIS CHANGE.

Sara E. Smith	Librarian	\$360.00	Carlisle	Dec 31, 1900	Resigned				Ill health	W is	Resignation herewith	
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As tendered the resign. Sara E. Smith is hereby accepted.

to take effect Dec 31/00

The above nominations are app'd temp

Dont

May. R. H. Pratt,
Supt. Indian School,
Carlisle, Pa.

Dear sir, —

On account of ill health, I am
obliged to resign my position as
Librarian of the Carlisle Indian School.
Should my health improve I would be
glad to be reappointed in the
Service. My resignation to go into effect
the 31st day of December 1900.

Respectfully,

Sara E. Smith

Carlisle, Pa.

Dec. 19, 1900.

4682

Indian Office

1901

Incl. No.

INDIAN SCHOOL SERVICE.

APPLICATION FOR APPOINTMENT.

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

Name, *Edith McHarg Steele*

City or Town, *Geneva*

State or Territory, *New York*

Date, *Dec. 17, 1900*

APPLIES FOR APPOINTMENT

as *librarian*

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 employees 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.

Edith McHarg Steele

[Applicant's signature.]

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

To the COMMISSIONER OF INDIAN AFFAIRS,

Washington, D. C.

I, Edith McHarg Steele, hereby apply for appointment
 as librarian 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].....	<u>Edith McHarg Steele</u>
2 Date and place of birth?	<u>Jan. 24, 1877. Geneva, N. Y.</u>
3 Present legal residence, city or town, county or parish, state?	<u>Geneva, Ontario Co., New York.</u>
4 How long have you been a resident?	<u>all my life.</u>
5 Are you a citizen of the United States?.....	<u>Yes.</u>
If naturalized, where and when?.....	
6 (a) Married or single?.....	<u>Single.</u>
(b) Number and ages of children?	
(c) What members of your family will be with you at the res- ervation?	<u>None.</u>
7 State your present and your usual occupation, and the ex- perience and degree of success you have had.	
8 In what places have you resided and what has been your occu- pation 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.
9 What has been the state of your health during the past five years? [Answer explicitly and positively.]	<u>Very good.</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> </u>
(d) of speech?.....	<u> </u>
(e) of limb?.....	<u> </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.</u>
12 Do you pledge yourself not to use intoxicating liquors as a bev- erage, 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, acad- emy, college, university, technical, normal, or other pro- fessional school.]	<u>Geneva High School and Pratt Institute Library Training School. / Graduated at 19.2. At 23.</u>
14 Write the Commissioner of Indian Affairs a letter briefly stat- ing your qualifications and training for the place you seek.	

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?	no.
*16 Have you had experience and success in managing, instructing, and caring for the bodily comfort of children? State particulars.	no.
*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.	no.
*18 Can you cut, fit, and make garments for males and females: crochets, knit, and operate a sewing machine?	no.
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?	no.
*19 Can you wash and iron clothing neatly?	no.
*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?	no.
*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?	I hope so.

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?	Pratt Institute Library Training School.
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.	Miss M. W. Plummer, Pratt Institute Free Library, Brooklyn, N. Y. Mr. E. W. Winchester, Paterson Free Library, Paterson, N. J.
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?	For professional experience.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 17th day of December, 1900, at 66 North St. Geneva, County of Ontario, and State of New York.

[Applicant's signature:] Edith McHarg Steele
[Post-office address:] 66 North St.
Geneva, N. Y.

1901

Incl. No. 2

4682

*Do you still
think well of
this applicant?*
RHS

U. S. INDIAN SCHOOL SERVICE.

STATEMENT CONCERNING APPLICANT.

Name of Applicant,

Edith McHarg Steele

City or Town,

Geneva N. Y.

State,

N. Y.

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.

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I have read the above.

Henry B. Grant

(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

Edith
McHenry Steele
County of *Ontario*

of

Geneva
State of *New York*

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>Yes</i>
2 Where is your legal residence? [Give city or town, county or parish, State, and post-office address.] How long have you lived there?	<i>Geneva Ontario Co N.Y.</i> <i>35 years</i>
3 Are you well acquainted with the person named above?	<i>Yes</i>
4 How long have you known applicant?	<i>from childhood</i>
5 Are you related to applicant? What is the relationship?	<i>No</i> <i>-</i>
6 Has applicant been in your employ? How long was applicant employed by you? When did applicant leave your employ, and for what reason?	<i>No</i> <i>-</i> <i>-</i>
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>Yes</i>
8 What position does applicant desire?	<i>Librarian Carlisle School</i>
9 What do you know, by personal observation, of applicant's education and qualifications in other respects for the position applied for?	<i>He is a graduate of the High School Dept of Geneva Central Union School + of Library Dept Pratt Institute</i>
10 What special opportunities have you had for judging of applicant's qualifications?	<i>Life long acquaintances + close personal friendship with her parents + other members of her family</i>
11 What has been the condition of applicant's health since your acquaintance? Do you know of any physical disability?	<i>Excellent</i> <i>No</i>
12 Does applicant now use or has applicant been in the habit of using intoxicating liquors or narcotics?	<i>No</i>
13 Does applicant use profane, vulgar, or coarse language?	<i>No</i>
14 Is applicant a person of good moral character? What moral qualities does applicant possess?	<i>Yes</i> <i>Religious - Obedient - Patient</i>
15 Is applicant a person of good repute?	<i>Yes</i>

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

Signature: *Henry B. Graves*

Post-office address: *General*

Occupation: *Secy. & Treas. The Standard Optical Company*

Date: *December 17th 1900*

4682

Indian Office

Incl. No.

3

1901

66 North St.

- Geneva, N. Y.

Dec. 19, 1900.

Commissioner Indian Affairs,
Washington, D. C.

Dear Sir: I am an applicant
for a library position in Car-
lisle Indian School and write
to state my qualifications
for the place.

I graduated last June from
Pratt Institute Library Train-
ing School, and have been
employed during the past
summer in assisting to or-
ganize a branch of the Paterson
(N. J.) Free Library.

I beg to offer as references
the names of Miss Plummer,
Director Pratt Institute Free
Library, Brooklyn, N. Y. and

7. my profession is that of librarian. I graduated from Pratt Institute Library Training School in June of this year and substituted ^{successfully} for two weeks at Pratt and the Astral Branch of Pratt Library.

I worked for two months and a half in the Paterson, N.J. Free Library and my employer expressed satisfaction with the work.

8. Graduated from high school in '96 in Geneva. Sept. '96 - Fe. '98 Post-graduate work in Geneva. '98 - '99 studied in Geneva. '99 - Fe. 1900 studied in Pratt Institute, Brooklyn, N. Y. Worked as substitute for two weeks for Miss M. W. Plummer, Pratt Institute Free Library, Brooklyn, N. Y.

and left ~~for employ~~ and left
at the expiration of the time
for which I had been em-
ployed.

I worked two months and a
half for Mr. E. F. Winchester,
Librarian Paterson Free Libra-
ry, Paterson, N. J. I left his em-
ploy upon finishing the
piece of work he had hired
me to do.

Received \$8.50 per week at Pratt

" \$50.00 " month " Paterson

Mr. G. F. Winchester, Librarian
Paterson, (N. J.) Free Library.

Very respectfully,
(Miss) Edith M. H. Steele.