

APPLICATION FOR EMPLOYMENT

This application is confidential and must be filled out in your own handwriting

April 15

1959
DATE

I hereby make application for employment; the following questions being answered by me without reservation or concealment of facts. I agree, if engaged, to comply with the rules of the house, and it is understood and agreed that when my services terminate at any time, salary due will be pro rata according to my weekly salary up to such time.

Full Name Marlene Germaine Mitchell

Residence _____ Phone _____

Social Security No. _____ Place of Birth? _____

Age? 24 Married? _____ Single? Divorced? _____ Widow? _____

Date of Birth? _____

Are you living with parents, relatives, or boarding, or do you keep house? Living in my brother's home.

Is anyone dependent upon you for support? Partial support

How long have you lived in the State? 3 weeks

With what line of work or merchandise are you most familiar? Wholesale and retail apparel,

furniture, jewelry, fabrics.

What position do you think you are best fitted to fill? Merchandising Assistant

What is the extent of your education? A.L.A., B.S., L.L.B.

In what subject did you rank best? Law Humanities

By whom were you last employed? Judicial Council of Minnesota Wages received? \$1.75 per hr. plus exp.

Were you ever dismissed? No If so, by whom? _____

Have you a relative now in our employ? No

Have you any other income? No

Have you any physical defects? No

Are you a United States Citizen? Yes

LAST PLACE EMPLOYED:

Name of employer Judicial Council of the State of Minnesota

Address University of Minnesota Law School, Minneapolis 14, Minnesota

Length of time employed? My junior + senior school year Date left? March 1959

Salary received? \$1.75 per hr. Nature of work? Keeping the accounts + records, preparing research reports.

Reason for leaving? School ended so I trained my successor.

SECOND TO LAST PLACE EMPLOYED:

Name of employer Buttons N Bows

Address Highway 55, Golden Valley, Minnesota

Length of time employed? Summer months Date left? _____

Salary received? \$2.00 per hr. Nature of work? Managing and buying for retail store

Reason for leaving? School resumed.

THIRD TO LAST PLACE EMPLOYED:

Name of employer Legal Aid Clinic

Address Fraser Hall, Univ. of Minnesota, Minneapolis 14, Minnesota

Length of time employed? Three years Date left? March 1959

Salary received? \$0 Nature of work? Interviewing clients + handling their legal affairs.

Reason for leaving? School ended

Give name and address of parents, nearest relative or friend whom you would wish to notify in case of sickness.

Name Dorothy N. Mitchell

Address _____

NOT TO BE FILLED OUT BY APPLICANT.

Began work 4/20/59 Salary \$ 300 Engaged by TT

NAME: _____

ADDRESS: _____

PHONE: _____

EDUCATION: _____

EMPLOYMENT: _____

REFERENCES: _____

ADDITIONAL INFORMATION: _____

DATE: _____

Dowdy - Give ^{Lee} ~~Send~~ to Blue Cross literature
file this appli.

APPLICATION FOR EMPLOYMENT

This application is confidential and must be filled out in your own handwriting

April 14 1959
DATE

I hereby make application for employment; the following questions being answered by me without reservation or concealment of facts. I agree, if engaged, to comply with the rules of the house, and it is understood and agreed that when my services terminate at any time, salary due will be pro rata according to my weekly salary up to such time.

Full Name Marlene Bernayne Mitchell
Residence _____ Phone _____
Social Security No. _____ Place of Birth? _____
Age? 24 yrs Married? _____ Single? yes Divorced? _____ Widow? _____
Date of Birth? _____
Are you living with parents, relatives, or boarding, or do you keep house? Brother's home
Is anyone dependent upon you for support? Only partially
How long have you lived in the State? 3 weeks
With what line of work or merchandise are you most familiar? Clothing, wholesale and retail, office work etc.
What position do you think you are best fitted to fill? Merchandising Assistant
What is the extent of your education? _____
In what subject did you rank best? _____
By whom were you last employed? _____ Wages received? _____
Were you ever dismissed? _____ If so, by whom? _____
Have you a relative now in our employ? _____
Have you any other income? _____
Have you any physical defects? _____
Are you a United States Citizen? _____

LAST PLACE EMPLOYED:

Name of employer _____
Address _____
Length of time employed? _____ Date left? _____
Salary received? \$ _____ Nature of work? _____
Reason for leaving? _____

SECOND TO LAST PLACE EMPLOYED:

Name of employer _____
Address _____
Length of time employed? _____ Date left? _____
Salary received? _____ Nature of work? _____
Reason for leaving? _____

THIRD TO LAST PLACE EMPLOYED:

Name of employer _____
Address _____
Length of time employed? _____ Date left? _____
Salary received? \$ _____ Nature of work? _____
Reason for leaving? _____

Give name and address of parents, nearest relative or friend whom you would wish to notify in case of sickness.

Name _____
Address _____

NOT TO BE FILLED OUT BY APPLICANT.

Began work _____ Salary \$ _____ Engaged by _____

Takahashi

461 POST STREET SAN FRANCISCO 12 CALIFORNIA JORDAN 7 9373 WEST 1-9387

HOME OF JAPANESE
FOLK ART AND CRAFTS

May 28, 1959

June 11, 1959

Marlene Mitchell



Marlene Mitchell
1000 Kogerman Road
Minneapolis 27, Minn.

Dear Miss Mitchell,

Dear Marlene,

Thank you for your services. Enclosed you will find my check for the three days you worked in the second half of May.

Since we have not heard from you for the past three weeks, you have no doubt decided to leave us. We have started to look for your replacement and hope to find someone in a few days. We hope that your nephew is recovered from his toothache.

If you should need a letter of recommendation, please don't hesitate to contact us.

Sincerely yours,
Henri Takahashi

Henri Takahashi

In the short period you have worked here you have gained the respect of everyone on the staff for your knowledge, business acumen, and diplomacy. If you should ever require a letter of recommendation we shall be more than happy to be of service.

Will you please return the keys to 333 Pacific as soon as possible. And if there is any unfinished (due to your sudden departure) business that you have started please tell us immediately for we would like to take care of them promptly.

Takahashi

1661 POST STREET . SAN FRANCISCO 15 . CALIFORNIA . JORDAN 7-9373 . WEST 1-9587

HOME OF JAPANESE
FOLK ART AND CRAFTS

May 28, 1959

Marlene Mitchell
[REDACTED]

Dear Miss Mitchell,

Enclosed is your check for the three days you worked for us during the second half of this month, May 18 to May 20.

By the time this letter reaches you, your nephew must be well on his way to recovery and you no doubt should have recuperated from your long drive.

This is a long way of coming to the point, and it is not easy for me to say it, but I feel that your talents and abilities are far too good for the position you have with us. Therefore, it is with great regret that I must write this letter terminating your stay with my firm.

As you have no doubt observed, my need for your services is mainly in the retail store---as a salesperson waiting off customers, as a displayman, cleaner-upper, merchandise checker and pricer, and a million other duties that a small retail store requires, much of it menial and boring. Therefore, I feel that it is a great waste of your rich talents and capabilities.

In the short period you have worked here you have gained the respect of everyone on the staff for your knowledge, business acumen, and diplomacy. If you should ever require a letter of recommendation we shall be more than happy to be of service.

Will you please return the keys to 323 Pacific as soon as possible. And if there is any unfinished (due to your sudden departure) business that you have started please tell us immediately for we would like to take care of them promptly.