

APPLICATION FOR FEDERAL EMPLOYMENT

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Type, write or print in INK. In applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a WRITTEN examination, follow the

instructions on the admission card regarding disposition of this application. If you are applying for an UNWRITTEN examination, mail this application to the office named in the announcement. Be sure to mail to the same office any other forms required by the announcement. Notify the office with which you file this application of any change in your address.

APPLICATION NO.	1. NAME OF EXAMINATION OR KIND OF POSITION APPLIED FOR <b>Consultant, Personnel &amp; Training</b>			DO NOT WRITE IN THIS BLOCK For Use of Civil Service Commission Only																										
	2. OPTION(S) (if mentioned in examination announcement)																													
	3. PLACE OF EMPLOYMENT APPLIED FOR (City and State) <b>Baltimore, Maryland</b>			4. DATE OF THIS APPLICATION <b>July 18, 1951</b>																										
	5. MR. (First name) (Middle) (Maiden, if any) (Last) <del>MR</del> <b>St. Clair Adna SWITZER</b>			NOTATIONS:  APP. REVIEW: <b>6 Aug 51</b>  APPROVED: <i>[Signature]</i>																										
6. (A) STREET AND NUMBER OR R. D. NUMBER <b>Bonham Road, RR#2</b>																														
6. (B) CITY OR POST OFFICE (including postal zone) AND STATE <b>Oxford Ohio</b>			<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">OPTION</th> <th style="width: 10%;">GRADE</th> <th style="width: 10%;">EARNED RATING</th> <th style="width: 10%;">PREFER-ENCE</th> <th style="width: 10%;">AUGM. RATING</th> </tr> </thead> <tbody> <tr> <td><i>Expert</i></td> <td><i>GS-3</i></td> <td><i>35</i></td> <td><input type="checkbox"/> 5 POINTS (TENT.)</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> 10 POINTS WIFE OR WIDOW</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> DISAL.</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> BEING INVESTIGATED</td> <td></td> </tr> </tbody> </table>			OPTION	GRADE	EARNED RATING	PREFER-ENCE	AUGM. RATING	<i>Expert</i>	<i>GS-3</i>	<i>35</i>	<input type="checkbox"/> 5 POINTS (TENT.)					<input type="checkbox"/> 10 POINTS WIFE OR WIDOW					<input type="checkbox"/> DISAL.					<input type="checkbox"/> BEING INVESTIGATED	
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			<input type="checkbox"/> BEING INVESTIGATED																											
7. LEGAL OR VOTING RESIDENCE (State)			8. (A) OFFICE PHONE (B) HOME PHONE																											
<b>Ohio</b>			<b>277J 487M</b>																											
9. DATE OF BIRTH (month, day, year) <b>July 9, 1902</b>			10. <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE																											
11. PLACE OF BIRTH (city and State; if born outside U. S., name city and country) <b>Milford, Michigan</b>			INITIALS AND DATE																											
12. <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE																														
13. (A) HEIGHT WITHOUT SHOES: (B) WEIGHT:			APPROVED: <i>[Signature]</i>																											
<b>5 FEET 5 INCHES 130 POUNDS</b>																														
14. (A) HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																														
(B) IF SO, GIVE LAST GRADE AND DATE OF LAST CHANGE IN GRADE <b>Air Service Command, 1942 - Grade unknown</b>																														
15. (A) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? \$..... PER YEAR. <i>You will not be considered for any position with a lower entrance salary.</i>																														
(B) CHECK IF YOU WILL ACCEPT SHORT-TERM APPOINTMENT IF OFFERED, FOR: <input checked="" type="checkbox"/> 1 TO 3 MONTHS <input type="checkbox"/> 3 TO 6 MONTHS <input type="checkbox"/> 6 TO 12 MONTHS																														
NOTE: Acceptance or refusal of a temporary short-term appointment will not affect your opportunity to obtain a probational appointment.																														
(C) IF YOU ARE WILLING TO TRAVEL, SPECIFY: <input type="checkbox"/> OCCASIONALLY <input checked="" type="checkbox"/> FREQUENTLY <input checked="" type="checkbox"/> CONSTANTLY																														
(D) CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: <input type="checkbox"/> IN WASHINGTON, D. C. <input checked="" type="checkbox"/> ANYWHERE IN THE UNITED STATES <input type="checkbox"/> OUTSIDE THE UNITED STATES																														
(E) IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, GIVE ACCEPTABLE LOCATIONS:																														
16. EXPERIENCE: It is important for you to furnish all information requested below in sufficient detail to enable the Civil Service Commission and the appointing officers of agencies to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, accounting for all periods of unemployment. Experience gained more than 15 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the blocks. If your duties changed materially while working for the same employer, use a separate block to describe each position. You may include any pertinent religious, civic, welfare, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the spaces below in its proper sequence.																														
(a) If you were ever employed in any position under a name different from that shown in Item 5 of this application, give under "Description of your work" for each position, the name used.																														
(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."																														
<b>PRESENT POSITION</b>																														
DATES OF EMPLOYMENT (month, year)		EXACT TITLE OF YOUR PRESENT POSITION	CLASSIFICATION GRADE (if in Federal Service)	SALARY OR EARNINGS:																										
FROM: <b>Sept 1949</b> TO PRESENT TIME		<b>Professor Psychology</b>		STARTING: <b>6000</b> PER yr PRESENT: <b>7500</b> PER yr																										
PLACE OF EMPLOYMENT (city and State)			NAME AND TITLE OF IMMEDIATE SUPERVISOR																											
<b>Oxford, Ohio</b>			<b>Dr. E. F. Patten, Professor Psychology</b>																											
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division)			KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.)																											
<b>Miami University, Oxford, Ohio</b>			<b>State University</b>																											
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU			REASON FOR DESIRING TO CHANGE EMPLOYMENT																											
<b>Two assistant professors and one secretary</b>			<b>To assist in defense program</b>																											
DESCRIPTION OF YOUR WORK																														
<b>Teaching general, personnel and business psychology and supervising the organization and presentation of Psychology 262, Business Psychology, to 500 students each year.</b>																														
<b>Uppersclass adviser to 90 majors in department of psychology. Responsible for educational and vocational guidance of these psychology majors.</b>																														
<b>Lecturer in Industrial Psychology at U. of Cincinnati Evening College</b>																														



② DATES OF EMPLOYMENT (month, year) FROM: Dec. 1945 TO: Aug. 1949		EXACT TITLE OF YOUR POSITION Chief Vocational Appraiser & Prof. of Psychology	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS: STARTING \$ 4500 PER yr FINAL \$ 5500 PER
PLACE OF EMPLOYMENT (city and State) Oxford, Ohio		NAME AND TITLE OF IMMEDIATE SUPERVISOR A.K. Morris, Vice Pres. Miami Univ.		
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division) Miami University, Oxford, Ohio		KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.) State University		
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU 2 Assistant Vocational Appraisers, 2 psychometrists, 1 secretary		REASON FOR LEAVING To take up full-time teaching again		
DESCRIPTION OF YOUR WORK Supervision of assistant vocational appraisers and psychometrists; evaluation of data on veterans; aiding veterans in determination of vocational objectives on basis of test results and interview data; suggesting training facilities available and types of training desirable. Educational advisement of upperclass university students; personal counseling on personnel and training problems. Lecturer on Industrial Psychology at U. of Cincinnati Evening College, one night per week.				
③ DATES OF EMPLOYMENT (month, year) FROM: Aug. 1942 TO: Nov. 1945		EXACT TITLE OF YOUR POSITION Captain to Lt. Col. US Air Force	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS: STARTING Standard PER FINAL Scale PER
PLACE OF EMPLOYMENT (city and State) Indianapolis, Ind; Atlantic City, N. J. & Washington, D.C.		NAME AND TITLE OF IMMEDIATE SUPERVISOR		
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division) U.S. Air Force		KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.) Military		
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU From 30 to 60 officers and enlisted men.		REASON FOR LEAVING To return to civilian life		
DESCRIPTION OF YOUR WORK Aug 1942 to July 1944 - Personnel Consultant and Classification officer, Hq. 1 Troop Carrier Command; responsible for coordination and supervision of all classification and duty assignment procedures of Command; July 1944 to June 1945 - Officer-in-Charge, Psychol. Branch, AAF Redistribution Station #1; Planned, directed, and supervised testing and assignment of returnees; July 1945 to November 1945 - Chief, Demobilization Procedures Section, Hq. AAF. Formulated and monitored Air Force demobilization procedures, and prepared regulations pertaining thereto, with special responsibility for separation counseling procedures.				
④ DATES OF EMPLOYMENT (month, year) FROM: May 1942 TO: Aug 1942		EXACT TITLE OF YOUR POSITION Administrative Asst.	CLASSIFICATION GRADE (if in Federal service) 781	SALARY OR EARNINGS: STARTING \$ 3150 PER yr FINAL \$ 3500 PER yr
PLACE OF EMPLOYMENT (city and State) Dayton, Ohio		NAME AND TITLE OF IMMEDIATE SUPERVISOR Colonel Joseph Whitney		
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division) AAF Air Service Command		KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.) Military		
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU 25 psychologists, interviewers and clerks		REASON FOR LEAVING To accept commission in Air Force, US.		
DESCRIPTION OF YOUR WORK In charge of construction and administration of aptitude tests used in Occupational Standards Unit of Civilian Personnel Section for purpose of selecting civilian applicants for positions in Air Service Command.				



⑤ DATES OF EMPLOYMENT (month, year) FROM: <b>Sept 1929</b> TO: <b>May 1941</b>		INSTRUCTOR POSITION <b>Instructor to Associate Professor</b>		CLASSIFICATION GRADE (if in Fed service) <b>Psychology</b>		SALARY OR ESTIMATED STARTING \$ <b>2100</b> PER YR FINAL \$ <b>3800</b> PER YR							
PLACE OF EMPLOYMENT (city and State) <b>Oxford, Ohio</b>				NAME AND TITLE OF IMMEDIATE SUPERVISOR <b>Dr. E. F. Patten, Prof. Psychology</b>									
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division) <b>Miami University</b>				KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.) <b>State University</b>									
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU <b>2 laboratory assistants</b>				REASON FOR LEAVING <b>To aid war effort</b>									
DESCRIPTION OF YOUR WORK <b>Taught courses in general, personnel, applied and industrial psychology. Supervised course in experimental psychology and directed laboratory. Upperclass academic adviser. Psychological adviser to 3000 students, 1940-1942.</b> <b>Lecturer on industrial psychology, personnel and training procedures, Univ. of Cincinnati, Evening College, 1936-1942.</b> <b>Associate psychologist, U.S. Northeastern Penitentiary, May-September 1936 - interviewing, testing, classifying and assigning Federal prisoners.</b>													
If more space is required, use a continuation sheet (Standard Form No. 58) or a sheet of paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.													
17. MILITARY TRAINING: In the space below, describe any training received in the Armed Services (not already listed under Item 16) that would assist appointing officers in placing you most effectively. Indicate actual amount of training received, such as hours per week. Detailed information regarding any special service schools you attended is especially important. (Extra pages may be used to give full descriptions.)													
DATES		LOCATION		DESCRIPTION OF TRAINING									
FROM	TO												
<b>Aug 1 1944</b>	<b>Sept 1 1944</b>	<b>Orlando, Fla.</b>		<b>Senior officer staff course; advanced administrative, personnel, and staff procedures of AAF.</b>									
<b>Jan 8 1951</b>	<b>Jan 20 1951</b>	<b>Baton Rouge, La.</b>		<b>Field Economic Mobilization Course for Reserve Officers of all branches of service.</b>									
18. EDUCATION. (Circle highest grade completed): 1 2 3 4 5 6 7 8 9 10 11 ⑫													
MARK (X) THE APPROPRIATE BOX TO INDICATE SATISFACTORY COMPLETION OF: <input type="checkbox"/> ELEMENTARY SCHOOL <input type="checkbox"/> JUNIOR HIGH SCHOOL <input checked="" type="checkbox"/> SENIOR HIGH SCHOOL				(B) SUBJECTS STUDIED IN HIGH SCHOOL WHICH APPLY TO POSITION DESIRED <b>None</b>									
(C) NAME AND LOCATION OF COLLEGE OR UNIVERSITY				MAJOR AND SPECIALTY		DATES ATTENDED		YEARS COMPLETED		DEGREES CONFERRED		SEMESTER HOURS CREDIT	
						FROM TO		DAY NIGHT		TITLE DATE			
<b>Miami Univ., Oxford, Ohio</b>				<b>Psych.</b>		<b>1924 1928</b>		<b>4</b>		<b>A.B.</b>		<b>1928 133</b>	
<b>Univ. of Wisconsin</b>				<b>Madison Psych.</b>		<b>1928 1929</b>		<b>1</b>		<b>M.A.</b>		<b>1929 23</b>	
<b>Yale University</b>				<b>New Haven Psych.</b>		<b>1932 1934</b>		<b>2</b>		<b>PhD</b>		<b>1934 32</b>	
(D) LIST YOUR CHIEF UNDERGRADUATE COLLEGE SUBJECTS				SEMESTER HOURS		LIST YOUR CHIEF GRADUATE COLLEGE SUBJECTS						SEMESTER HOURS	
<b>Psychology</b>				<b>28</b>		<b>Psychology</b>						<b>51</b>	
<b>English</b>				<b>26</b>		<b>Education</b>						<b>12</b>	
<b>Business subjects</b>				<b>12</b>		<b>Pharmacy (See below)</b>						<b>35</b>	
(E) OTHER TRAINING, SUCH AS VOCATIONAL, BUSINESS, STUDY COURSES GIVEN THROUGH THE ARMED FORCES INSTITUTE (show name and location of school) OR "IN-SERVICE TRAINING" IN PUBLIC OR PRIVATE EMPLOYMENT								SUBJECTS STUDIED		DATES ATTENDED		YEARS COMPLETED	
										FROM TO		DAY NIGHT	
<b>Ferris Institute, Big Rapids, Mich.</b>								<b>Pharmacy</b>		<b>1921 1923</b>		<b>1-1/2</b>	
19. INDICATE YOUR KNOWLEDGE OF FOREIGN LANGUAGES				READING		SPEAKING		UNDERST'NG					
				EXC. GOOD FAIR		EXC. GOOD FAIR		EXC. GOOD FAIR					
<b>French</b>													
<b>German</b>													
20. IF YOU HAVE TRAVELED OR RESIDED IN ANY FOREIGN COUNTRIES, INDICATE (1) NAMES OF COUNTRIES, (2) DATES AND LENGTH OF TIME SPENT THERE, AND (3) REASON OR PURPOSE (e. g., military service, business, education, recreation)				<b>Norway, Portugal, British Empire, Summers 1920-1921. Military service, U.S. Navy.</b>									
21. LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USE, SUCH AS OPERATION OF SHORT-WAVE RADIO, MULTILITH, COMPTON-ETER, KEY-PUNCH, TURRET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES				<b>Variety of psychological apparatus</b> APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING ..... SHORTHAND .....									
22. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.)?								YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		GIVE KIND OF LICENSE AND STATE:			
										<b>1923-Pharmacist-Michigan</b>			
										<b>1926 (Lifetime)</b>			
23. GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS:								(A) YOUR MORE IMPORTANT PUBLICATIONS (do not submit copies unless requested)					
								(B) YOUR PATENTS OR INVENTIONS					
								(C) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE					
								(D) MEMBERSHIP IN PROFESSIONAL OR SCIENTIFIC SOCIETIES, ETC.					
								(E) HONORS AND FELLOWSHIPS RECEIVED					
								<b>9 scientific articles in psychological journals: Section PERSONNEL TESTS in "Personnel Handbook", Ronald Press, 1951</b>					
								<b>Member Phi Beta Kappa; Amer. Psych. Assoc.</b>					
								<b>Listed Who's Who-1950 -1951 edition</b>					



