

# BENGOUGH'S SHORTHAND BUREAU,

57 ADELAIDE STREET EAST, TORONTO, CANADA

*Note.*—Applicants are particularly requested to give fully all details asked, in order that further questioning may be avoided and time saved. Six specimens of longhand should be enclosed, written on note paper.

~~~~~  
*Date of Application* ..... 188.....

*Give your full Address\** .....

*State nature of position preferred* .....

*State when you can assume duties* .....

*State your age* ..... *Actual speed in shorthand writing, words* .....  
*in longhand* ..... *per minute.*

*State what system of shorthand you write* .....

*What is your present employment?* .....

*State fully how long you have used shorthand, what positions you have held, and your past experience* .....

*Lowest salary you are willing to accept, \$* ..... *Married or single* .....

*Are you a book-keeper?* ..... *Telegraph Operator?* .....

*Type-writer operator, and what speed?* .....

*References* .....

*I hereby agree to pay to Thomas Bengough within one month after his procuring me a suitable position, three per cent. on the salary secured.†*

*Signature in full* .....

\* Please inform us immediately on any change of address, so that when a suitable vacancy occurs, there may be no difficulty or delay in communicating with you by telegraph, telephone, or mail.  
† See article headed "Our Employment Bureau."