

## GUARD.

## IMMIGRATION SERVICE.

JUNE 23, 1909.

The United States Civil Service Commission announces an examination on June 23, 1909, at Nogales and Tucson, Ariz., and at El Paso, Laredo, Eagle Pass, San Antonio, and Brownsville, Tex., to secure eligibles from which to make certification to fill vacancies as they may occur in the position of watchman or guard in the Immigration Service, at \$2 a day while actually employed, for duty on the southern border of the United States. Employment is temporary and intermittent in character.

As the Commission has experienced difficulty in securing sufficient eligibles to meet the needs of the service in this position, qualified persons are urged to apply.

The examination will consist of the subjects mentioned below, weighted as indicated:

<i>Subjects.</i>	<i>Weights.</i>
1. Spelling (twenty simple words in ordinary use) .....	14
2. Arithmetic (simple tests in addition, subtraction, multiplication, and division of whole numbers, and of United States money) .....	14
3. Letter-writing (a letter of not less than 100 words on some subject of general interest. Competitors may select either of two subjects given) .....	14
4. Penmanship (the handwriting of the competitor in the subject of copying from plain copy will be considered with special reference to the elements of legibility, rapidity, neatness, general appearance, etc.) .....	14
5. Copying from plain copy (a simple test in copying accurately a few printed lines in the competitor's handwriting) .....	14
6. Experience and practical fitness (rated on application) .....	30
<b>Total</b> .....	<b>100</b>



Age limit, 22 to 50 years on the date of the examination.

The Department desires men who are possessed of sound physical health, good moral character undoubted honesty, and personal courage.

This examination is open to all citizens of the United States who comply with the requirements.

*This announcement contains all information which is communicated to applicants regarding the scope of the examination, the vacancy or vacancies to be filled, and the qualifications required.*

Applicants should at once apply either to the United States Civil Service Commission, Washington, D. C., or to the secretary of the board of examiners at the post-office at San Francisco, Cal., or at the custom-house at New Orleans, La., for application Forms 304 and 1676. No application will be accepted unless properly executed, including the medical certificate in Form 304, and filed with the Commission at Washington. In applying for this examination the exact title as given at the head of this announcement should be used in the application.

As examination papers are shipped direct from the Commission to the places of examination, it is necessary that applications be received in ample time to arrange for the examination desired at the place indicated by the applicant. The Commission will therefore arrange to examine any applicant whose application is received in time to permit the shipment of the necessary papers.

*Issued May 17, 1909.*



The following questions and tests indicate the general character of the educational examination:

**Spelling.**—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word, not its definition.

*Sugar*: A sweet substance made from the juice of the sugar cane. *Pledge*: Something given as security. *Cashier*: One who has charge of money in a bank. *Figure*: A mark representing a number. *Carrying*: Conveying or transporting in any way. *Breadth*: The measure from side to side. *Sheet*: The amount of paper made in one body or piece; as, a sheet of paper. *Easily*: In an easy manner. *Frontier*: The border or limits of a country. *Patience*: The state or quality of being patient. *Guess*: The act of guessing; as, to guess one's weight. *Threat*: The act of threatening; as, to make a threat. *Diamond*: A precious gem. *Visit*: To go to see; as, to visit a friend. *Repair*: To mend or make over; as, to repair clothes. *People*: The body of persons composing a nation; as, the American people. *Require*: To be in need of; as, to require money. *Grease*: Soft animal fat. *Answer*: To reply to; as, to answer a letter. *Exist*: To live; as, to exist in poverty.

**Arithmetic.**—In solving problems the processes should be not merely indicated, but all the figures necessary in solving each problem should be given in full. The answer to each problem should be indicated by writing "Ans." after it.

1. (This question will consist of a short column of figures to be added.) 2. Divide 2,408,588 by 4,732. 3. Multiply 8,643 by 608, and then subtract 98,746. 4. A merchant who spent \$225 bought 65 pounds of butter at 30 cents per pound, 84 barrels of apples at \$2.25 per barrel, and spent the remainder for coffee. How much did he spend for coffee? 5. During the month of August 450,000 bushels of wheat were shipped from a certain port. During September 87,960 more bushels were shipped than during August. What was the total number of bushels shipped in the two months?

**Letter-writing.**—The competitor is permitted to write on either one of two subjects given. The following subject has been used:

Write a letter containing not less than 100 words, stating some of the advantages now derived by mankind from the art of printing. This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject, will be considered.

**Penmanship.**—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fifth subject—copying from plain copy. No particular style of penmanship is preferred.

**Copying from plain copy.**—[N. B.—Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.]

Make an exact written copy of the following:

The present postal policy is to carry newspapers in some cases free, and in all other cases at much lower rates of postage than is charged for letters; the one being for the public weal, while the other is for private benefit. If the telegraph becomes a part of the service, it will still be the duty of the Department to transmit telegrams for the press at much lower rates than for private individuals.

### SPECIAL INSTRUCTIONS TO COMPETITORS.

All work on examination sheets must be in ink.

**Spelling.**—(1) The examiner will pronounce each word distinctly, give a phrase illustrating the use of the word, and then pronounce the word a second time. Wait until the examiner has pronounced the word the second time before writing the word. If the word is then not understood raise your hand, when it will be again pronounced. The examiner will not repeat words for the benefit of competitors who have left them out, after they have been passed.

(2) Begin each word with a capital letter.

(3) Dot "i's" and cross "t's." Place the dot of the "i" directly above the "i," and cross only the "t" and not some other letter also. Do not separate words into syllables.

(4) During the dictation you may correct the misspelling of any word by rewriting the entire word, first cancelling the misspelled word by drawing the pen through it. No other changes are permitted. The final spelling of each word must be clear and plain, otherwise no credit for it will be given. No charge will be made for the cancellation.

**Arithmetic.**—(1) Determine in your own mind just what is given and just what is required in each printed question by reading over the question carefully before attempting the solution.

(2) Do not use any number in the solution of a problem, that is not given in the printed question, without showing clearly how such number was found.

(3) In punctuating numbers, care should be taken in making commas and periods so that each may be easily and clearly distinguished from the other.

(4) Be careful to give the proper designation, such as dollars, men, yards, acres, etc., to each final answer, and to indicate that the result is a final answer by writing "Ans." after it.

(5) Only one sheet of scratch paper will be furnished at a time for the work on this subject. Should you require a second sheet, return the one used to the examiner and get a new one. Upon the completion of this sheet, turn in all scratch papers you may have. Pencil may be used on scratch paper.

**Letter-writing.**—(1) Read carefully the printed instructions on the sheet. Of the two subjects given, select the one with which you are more familiar.

(2) Do not fail to date and address the letter according to the instructions given on the sheet.

(3) Use your examination number and not your name as a signature to the letter.

**Copying from plain copy.**—(1) Do not copy any of the directions that are placed above the exercise that is given to copy.

(2) Do not attempt to copy the exercise line for line, as the printed copy necessarily takes less room than that used in writing out the exercise.

(3) Be careful to begin each paragraph at least one-half inch to the right of the left margin. Make no more paragraphs than are given in the copy.

(4) Keep the left margin as regular as possible, using the dotted lines as a guide for the margin.

(5) Penmanship is marked on this exercise, and an additional sheet will not be furnished for the subject of penmanship.

(6) Do not write the place and date of the examination, nor your name or examination number as a part of the plain copy.