



AMERICAN RED CROSS

MIDWESTERN AREA
1709 WASHINGTON AVENUE
ST. LOUIS, (3) MISSOURI

July 10, 1944

Dr. F. C. Allen
Kansas University
Lawrence, Kansas

Re: Miss Velma Ruth Baker
R. F. D. 4
Burlington, Kansas

My dear Doctor Allen:

We are considering the person mentioned above for a position in connection with our program of Services to the Armed Forces. The assignment may take the applicant outside the continental United States.

The enclosed statement describes the qualifications required and the responsibilities involved in the assignment. Because of the varied nature of the work to be undertaken, we are seeking persons who possess qualities of flexibility, leadership, sound judgment, and the ability to establish and maintain harmonious relationships. Since the duties of the position involve close contact with the military personnel, there must be no question of the applicant's loyalty to the United States.

For your guidance in replying, it is suggested that the following be among the points covered: ability, integrity, loyalty, habits, and personableness. Do you consider applicant qualified for the position? If so, why? What are the applicant's outstanding qualifications? State your relationship to applicant. If employer, what position did the applicant hold? Was work record satisfactory? Would you re-employ?

We cannot make a final decision until we have heard from all references, and for this reason, we should like to have your confidential reply at your earliest convenience.

Very truly yours,

for
Marvin Teeter

Assistant Director of Personnel

Enc.
ARC 837