GENERAL OFFICE SCHENECTADY, N. Y.

EXECUTIVE DEPARTMENT

1 River Road Schenectady 5, N. Y. January 19, 1949

Mr. Francis J. Shields 138th Street & Amsterdam Avenue New York 31, New York

C. C. N. Y. B.E.E.-Jan. 1949

Dear Mr. Shields:

We are pleased to offer you a position with the General Electric Company on the Test Engineering Program.

The salary will be \$293 on a monthly basis, but will be paid to you weekly. We are now working forty hours per week and consider an average work monthapproximately four and one-third weeks.

The Test Engineering Programs offers an excellent opportunity to gain varied and diversified industrial experience. While on the program, you will meet many General Electric men with experience in different phases of our operations as well as a large number of recent college graduates from all over the United States on this and similar programs. You will learn first hand how industrial laboratories and plants function and acquire a background that will be invaluable to you in your progress with the Company.

Attached is an outline of the employment procedure required of all technical personnel; also, an application blank. This form, when completed and returned to us, will be considered as your acceptance of our offer and will be acknowledged accordingly.

We appreciate that you will need adequate time to consider this offer; however, since it is necessary for us to make plans to fill our needs, we ask you to give us your decision on this offer as soon as possible. If you need more time to consider our offer, please feel free to notify us of the extension desired.

Your interest in the General Electric Company is very much appreciated, and we look forward with pleasure to your being associated with us.

Very truly yours,

Assistant Manager

TECHNICAL PERSONNEL DIVISION

DS Roberts:jm

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OUTLINE OF EMPLOYMENT PROCEDURE FOR SCIENTIFIC AND ENGINEERING PERSONNEL

- 1. Enclosed is an application blank which may you fill out and return as your acceptance of our offer of employment. Since this offer is contingent upon your being able to meet our physical requirements, it is important that you describe in detail on the application blank any abnormal conditions in vision, speech, hearing, heart or other physical limitations. Also, if you will indicate the date on which you will be able to report for work, instructions will be sent you concerning the definite time and place of reporting for your initial assignment.
- 2. Please be sure to request the registrar to forward us immediately after graduation a complete transcript of your college grades.
- 3. It is imperative that you submit the following documents at the time you report for work, since without this information, your addition to our payroll will be delayed:
 - a. A Social Security card, which may be obtained from a Social Security office in any city.
 - b. Your military discharge papers if you are a veteran.
 - c. Official evidence of birth, such as a birth certificate, or baptismal record which shows date and place of birth, provided baptism occurred within 1 year after birth, or a notarized affidavit of birth by parents.

Please do not mail the above information.

- 4. When you report for work, it will be necessary for you to:
 - a. Pass a physical examination given by our Company doctor.
 - b. Sign a patent agreement assigning to the General Electric Company patentable inventions made in the course of your work.

It is suggested that you address all correspondence pertaining to this offer, to Miss B. E. Hocking, Technical Personnel Division, Building 23, General Electric Company, Schenectady, New York.

23 January 1949

General Electric Company Schenectady, New York

Gentlemen:

Attention of Miss B.E. Hocking, Personnel Division

I am very pleased to accept your offer to place me with the General Electric Company on the Test Engineering Program.

I am returning with this letter the completed application for employment. On it, as you have requested, I have indicated that I shall be able to report for work on the 7th of February.

A complete transcript of my college grades will be sent to you shortly by The City College registrar.

I thank you for the attention and consideration you have given to my request for employment, and lock forward to being associated with the General Electric Company.

Very truly yours

Francis J. Shields 244-87 Street Brooklyn 9, New York