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**Department of Labour/Board of Trade (forms &
circulars) XS1 MS A205**

*A series of forms and circulars from the Departmental Committee
Board of Trade on Labour Exchanges. Affixed into a large bound
book. December 1909.*

1. A personal information form for job applicants.
2. Same but different colour.
3. Same form but asking which vacancy is being applied for.
4. - 8. Pink, white, yellow, blue copies of employee info cards.
9. Renewal of Application for Employment
10. Post Card - Board of Trade Labour Exchanges (for posting positions).
11. Card for requesting more of above forms.
12. An Account of Traveling and Incidental Expenses
13. Daily Account of Postages Disbursed
14. Schedule Salaries
15. Schedule Salaries (different version)
16. same as above
17. Payments & Receipts (for cash book)
18. Receipt (duplicate copy)
19. Division Officer Account Sheet
20. Division Officer Balance Sheet
21. Account book sheet for Division Officer
22. Payments For Traveling (for each division)
23. Monthly Report
24. Applicant info form
25. Identification Card (for perspective applicants)
26. Registration Card
27. Application Card
28. Application Card
29. Application Card
30. Receipt Form
31. Personal Info Card
32. Placement/Vacancy sheet
33. Reference Sheet
34. similar Reference Sheet
35. Registration Card
36. Ipswich Labour Exchange (vacancies?)
37. same.
38. Division Returns

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39. same
40. poster.
41. blank Situations Vacant sign
42. larger version of above from South-east Lancashire District
43. even larger version of above
44. large version of #40
45. Vacancy filled card
46. Receipt of communication card
47. Applicant instructions poster
48. same but for Post Office
49. blank card w/ O.H.M.S. Board of Trade Labour Exchanges
50. list of offices (?)
51. Identification Card
52. Receipt Form
53. Railway Warrant (2)
54. Accounts Collected Form (?)
55. Info card
56. Cancelled Order Form
57. Registration Card
58. blank To the manager card
59. Offices list w/ addresses (2)
60. Offices list for South Western Division.
61. Board Info poster
62. Labour Exchanges Act, 1909, Sec. 2(1) - Traveling Expenses form
63. 15 various coloured info cards similar to previous in book
64. small disclaimer (2)
65. Personal info card (2)
66. Recommendation placement form for post office
67. Form of Statement for the Notification of a Strike or Lock-out
68. Report of Exchange Officers
69. Department Week Tally
70. Weekly Return
71. Order form Note: Items 59-71 are loose in back of book,
unordered