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1-1-1903

The Kinsley Commercial Teachers' Bureau

Wm. J. Kinsley

The Kinsley Commercial Teachers' Bureau and School Exchange

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Recommended Citation

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THE KINSLEY
COMMERCIAL TEACHERS'
BUREAU



The
Kinsley
Commercial
Teachers' Bureau
and School
Exchange



Press of



The Kinsley Commercial Teachers' Bureau & School Exchange

THE Kinsley Commercial Teachers' Bureau and School Exchange is an agency with a special mission. It devotes its energies to a special line of work — securing reliable information about commercial and shorthand vacancies in schools, and supplying the right kind of teachers to fill these vacancies.

It confines itself exclusively to Commercial and Shorthand positions and teachers.

It supplies teachers of Bookkeeping, Shorthand (all systems), Typewriting (all methods), Office Methods (Filing, Mimeograph-



ing, etc.), Business Practice, Correspondence, English, Commercial Arithmetic, Rapid Calculation, Business Writing, Ornamental Penmanship, Engrossing, Designing, Drawing, Commercial Geography, Spelling, Commercial Law, Political Economy, Civics, Telegraphy, etc.

Experience ¶ Twenty-three years' acquaintance with the commercial school field, ten years' experience in commercial and normal schools as teacher and employer, and trainer of teachers; several years' experience in business and professional work; editor of Penman's Art Journal for seven years; several years as manager of a commercial teachers' bureau; a membership in practically all of the commercial teachers' organizations; formerly president of the Western Penmen's Association (now



National Commercial Teachers' Federation) and president of the New York Commercial Teachers' Association, has fitted the manager of this Bureau to understand the needs of different classes of schools in the different localities.

Located as we are in the metropolis of the new world, we possess every opportunity to keep in touch with our constituents. With a long-distance telephone at our elbow and telegraph call boxes in our office, we are equipped for emergencies. We have modern recording and filing systems, and can handle our work accurately and expeditiously. We have by far the largest, most centrally located and best equipped offices of any special teachers' agency. You are invited to make our offices your headquarters when in New York.

**Equipment
and
Facilities**

We are located opposite City Hall Park and Subway station, near Brooklyn Bridge entrance, World, Sun, Tribune and American offices, the Post Office and many famous buildings.

Schools ¶ Commercial schools and commercial departments of public, private, military, normal and literary schools and colleges supplied with high-grade teachers free of charge. We aim to find the right teacher for each place. As we do not get any commission until the teacher has been in his new place for thirty days, and do not get the balance due us for sixty days, it will be seen that we have a strong financial incentive to put the right teacher in the right school.

Teachers ¶ To teachers desiring the better grades of positions we offer exceptional opportunities.

¶ We register, *free of charge*, all teachers whom we deem acceptable for our lists. Our commission is four per cent. on one year's salary, one-half payable within thirty days, and the balance within sixty days from the time the salary begins.

**Free
Registra
tion**

¶ In registering with us, teachers must understand that we investigate their character, references and qualifications. Then we immediately make a digest of all information we have about them that should be properly sent to the schools. We make many copies of each "Information Sheet," and these copies are sent to those schools who have applied to us for teachers of similar qualifications. The "Information Sheets" are accompanied and followed up by letters giving suggestions and additional information.

**Our
Method**



We send "Information Sheets" about a number of teachers to each place, and ask the school principal to read them over carefully, select such individuals as he would like to have apply to him in a full and formal manner.

When we hear from the principal in reply, we immediately notify those teachers whom he has selected. Thus, when teachers receive our notice of vacancies, it means (except in rare instances), that the school has asked us to have them apply.

**School
Exchange
Department**

¶ The School Exchange Department is maintained to negotiate the sale of school property and as an aid in forming partnerships. The nominal commission of five per cent. on sale or amount invested is charged to the seller for this service. No charge is made to purchaser. No commission less

than \$25.00. There is no charge for registration and no charge unless sale results from our introduction. The school remains in possession, and under the control of the seller.

We usually have on hand for sale, fifty schools in all sections of the United States and Canada. Write for list.

¶ Cash paid for notices of vacancies that we succeed in filling, \$5.00 for each position. We also pay to informant \$5.00 for name of each teacher introduced to us, for whom we secure a position.

¶ The ideal method of securing positions and teachers is the Bureau method. Schools and teachers meet on the common ground of merit—influence and “pull” are eliminated.

It will pay teachers who now hold good positions to keep registered with us, as

**Cash
Paid for
Notice of
Vacancies**

**The
Ideal
Method**

frequently there are calls that require immediate attention — and this would not allow time for correspondence with teachers. Many teachers who now hold positions at low salaries could and would be elected to the better places were they registered with The Kinsley Commercial Teachers' Bureau. When you register with us we become your agent in the best sense of that word—active, energetic, vigilant — promoting your best interests always. While we daily receive direct calls from schools for teachers, we do not stop at that, but through various means we search out places and canvass the field carefully.



Suppose you can secure just the kind of work, in the class of school, in the particular section of country most agreeable to you, at a salary advance of several

hundred dollars a year, wouldn't it be folly to let the chance slip? It may be the one chance of a lifetime for you, and you might miss it if you were not on our list.

Register with us—and keep your lightning rod up. You can never tell when it will be struck. It costs nothing to look the field over, and only a small fee should you accept a place through us.

☞ But look at the financial **How it**
reason alone. Suppose the **Figures**
teacher is now receiving **Out**
\$800 a year. He registers with us and secures a \$1,200 place. Our commission will be \$48. The increase in salary over the commission *for the first year* is a clear gain of \$352. The second and subsequent years will be \$400 increase if he secures no advance in salary. Surely it pays to register free and then pay \$48 for \$400.

Testimonials and References

Ask any commercial or shorthand teacher in the United States and Canada about our manager and The Kinsley Bureau, and in nine cases out of ten you will find that they have had dealings with us and we're willing to abide by their judgment of us based on these dealings.

We could fill a book many times this size with testimonials, but with the foregoing statement we hardly think it necessary.

Other Departments

The Kinsley Commercial Teachers' Bureau is but one of our many departments. Under the name, The Kinsley Studio, are maintained the following departments: Designing, Engrossing and Illuminating, Illustrating, Engraving and Lithographing, Advertising Writing and Printing, Examination of Questioned Documents, Stationery and Penmen's and Artists' Supplies.

Agents wanted (principal or a teacher) in one school in each city to take orders for engrossing, designing, etc. A substantial commission can be earned.



*The Kinsley Commercial
Teachers' Bureau*

Opp. City Hall Park & Subway Station

*No. 245 Broadway
New York*

WM. J. KINSLEY, *Manager*

