

# Assassination Records Review Board Final Determination Notification

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AGENCY : HSCA  
RECORD NUMBER : 180-10060-10463  
RECORD SERIES : STAFF PAYROLL RECORDS  
AGENCY FILE NUMBER :

Released under the John F.  
Kennedy Assassination  
Records Collection Act of  
1992 (44 USC 2107 Note).  
Case#:NW 68261 Date:  
09-01-2022

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**December 8, 1995**

**Status of Document:** Postponed in Part

**Number of releases of previously postponed information:** 19

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

**Number of Postponements:** 15

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Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

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**Board Review Completed: 10/24/95**

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

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AGENCY INFORMATION

AGENCY : HSCA  
RECORD NUMBER : 180-10060-10463

RECORDS SERIES :  
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

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DOCUMENT INFORMATION

ORIGINATOR : HSCA  
FROM :  
TO :

TITLE :

DATE : 10/12/76  
PAGES : 29

SUBJECTS :  
HSCA, ADMINISTRATION  
LARSON, BILLIE GAY

DOCUMENT TYPE : PRINTED FORM  
CLASSIFICATION : U  
RESTRICTIONS : 3  
CURRENT STATUS : P  
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :  
Box 2.

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[R] - ITEM IS RESTRICTED

**PAYROLL AUTHORIZATION FORM**

(Please Use Typewriter  
or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**  
Washington, D.C. 20515

(Any erasures, corrections, or changes  
on this form must be initialed by the  
authorizing official.)

**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

<b>Employee Name (First-Middle-Last)</b>	<b>Effective Date</b>
Billie Gay Larson	3/6/77
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input checked="" type="checkbox"/> Termination (At close of business on effective date)
<b>Employing Office or Committee</b>	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

<b>Position Title</b>	<b>Gross Annual Salary</b>

(If Committee Employee, complete appropriate item below.)

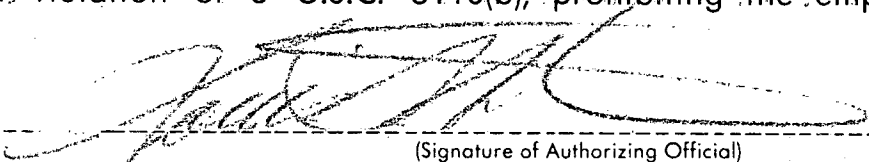
- Standing Committee: Staff— Clerical or  Professional.
- Special or Select Committee: Authority—H. Res. 222 of 95th Congress.
- Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number \_\_\_\_\_ If applicable, Level \_\_\_\_\_ Step \_\_\_\_\_

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date March 16, 1977



(Signature of Authorizing Official)

**Louis Stokes, Chairman**

(Type or print name of Authorizing Official)

**Select Committee on Assassinations**

(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: \_\_\_\_\_

Chairman, Committee on House Administration

Office of Finance use only:
Office Code _____
Monthly Annuity \$ _____ .00

*to PO, Ans Mail  
3/21*

Copy for Initiating Office or Committee

**Select Committee on Assassinations**

**U.S. House of Representatives**

**3342 HOUSE OFFICE BUILDING, ANNEX 2**

**WASHINGTON, D.C. 20515**

March 2, 1977

Richard A. Sprague  
Chief Counsel and Director  
Select Committee on Assassinations  
Washington, D.C.

Dear Mr. Sprague:

As we discussed today, I have accepted a position in the Office of the Speaker of the House effective Monday, March 7.

I would like to convey to you my personal admiration and feel we are very fortunate to have a person of your caliber in the service of the Congress.

Your continued leadership of the investigations is absolutely vital and I wish you every success.

Respectfully,

Billie Gay Larson

**PAYROLL AUTHORIZATION FORM**

(Please Use Typewriter  
or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**  
Washington, D.C. 20515

(Any erasures, corrections, or changes  
on this form must be initialed by the  
authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

<b>Employee Name (First-Middle-Last)</b>	<b>Effective Date</b>
Billie Gay Larson	2-1-77
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination (At close of business on effective date)
<b>Employing Office or Committee</b>	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

<b>Position Title</b>	<b>Gross Annual Salary</b>
	\$10,000.

(If Committee Employee, complete appropriate item below.)

- Standing Committee: Staff— Clerical or  Professional.
- Special or Select Committee: Authority—H. Res. 11 of 95 Congress.
- Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number \_\_\_\_\_ If applicable, Level \_\_\_\_\_ Step \_\_\_\_\_

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date 2-28-77, 1977

(Signature of Authorizing Official)  
**Henry B. Gonzalez**

(Type or print name of Authorizing Official)  
**Chairman**

(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: \_\_\_\_\_

Chairman, Committee on House Administration

Office of Finance use only:
Office Code _____
Monthly Annuity \$ _____ .00

Copy for Initiating Office or Committee

**PAYROLL AUTHORIZATION FORM**

(Please Use Typewriter  
or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**  
Washington, D.C. 20515

(Any erasures, corrections, or changes  
on this form must be initialed by the  
authorizing official.)

**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

<b>Employee Name (First-Middle-Last)</b>	<b>Effective Date</b>
<b>Billie Gay Larson</b>	<b>1/3/77</b>
<b>Employee Social Security Number</b>	<b>Type of Action</b>
<b>JFK Act 5 (g) (2) (D)</b>	<input type="checkbox"/> Appointment
<b>Employing Office or Committee</b>	<input type="checkbox"/> Salary Adjustment
<b>Select Committee on Assassinations</b>	<input checked="" type="checkbox"/> Termination (At close of business on effective date)

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

<b>Position Title</b>	<b>Gross Annual Salary</b>
	<b>\$10,400.</b>

(If Committee Employee, complete appropriate item below.)

- 1.  Standing Committee: Staff— Clerical or  Professional.
- 2.  Special or Select Committee: Authority—H. Res. **11** of **95** Congress.
- 3.  Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number \_\_\_\_\_ If applicable, Level \_\_\_\_\_ Step \_\_\_\_\_

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date \_\_\_\_\_, 19**77**

(Signature of Authorizing Official)

**Henry B. Gonzalez**

(Type or Print name of Authorizing Official)

**Chairman**

(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: \_\_\_\_\_

Chairman, Committee on House Administration

Office of Finance use only:
Office Code _____
Monthly Annuity \$ _____ .00

**PAYROLL AUTHORIZATION FORM**

(Please Use Typewriter  
or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**  
Washington, D.C. 20515

(Any erasures, corrections, or changes  
on this form must be initialed by the  
authorizing official.)

**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:-

<b>Employee Name (First-Middle-Last)</b>	<b>Effective Date</b>
Billie Gay Larson	1/1/77
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination (At close of business on effective date)
<b>Employing Office or Committee</b>	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

<b>Position Title</b>	<b>Gross Annual Salary</b>
Secretary	\$15,000

(If Committee Employee, complete appropriate item below.)

- Standing Committee: Staff— Clerical or  Professional.
- Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
- Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number \_\_\_\_\_ If applicable, Level \_\_\_\_\_ Step \_\_\_\_\_

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date December 29, 1975

\_\_\_\_\_  
(Signature of Authorizing Official)  
 Thomas H. Downing, Chairman  
 \_\_\_\_\_  
(Type or print name of Authorizing Official)  
 Select Committee on Assassinations  
 \_\_\_\_\_  
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: \_\_\_\_\_  
 Chairman, Committee on House Administration

Office of Finance use only:
Office Code _____
Monthly Annuity \$ _____ .00

Copy for Initiating Office or Committee

**PAYROLL AUTHORIZATION FORM**

(Please Use Typewriter or Ballpoint Pen)

**U.S. HOUSE OF REPRESENTATIVES**  
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

<b>Employee Name (First-Middle-Last)</b>	<b>Effective Date</b>
Billie Gay Larson	12/1/76
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination (At close of business on effective date)
<b>Employing Office or Committee</b>	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

<b>Position Title</b>	<b>Gross Annual Salary</b>
Secretary	\$14,000

(If Committee Employee, complete appropriate item below.)

- Standing Committee: Staff— Clerical or  Professional.
- Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
- Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number \_\_\_\_\_ If applicable, Level \_\_\_\_\_ Step \_\_\_\_\_

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date December 2, 1976

\_\_\_\_\_  
(Signature of Authorizing Official)  
 Thomas N. Downing, Chairman  
 \_\_\_\_\_  
(Type or print name of Authorizing Official)  
 Select Committee on Assassinations  
 \_\_\_\_\_  
(Title - If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: \_\_\_\_\_  
Chairman, Committee on House Administration

Office of Finance use only:
Office Code _____
Monthly Annuity \$ _____ .00

Copy for Initiating Office or Committee



(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES  
Washington, D.C. 20515

ns, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Billie Gay Larson	October 12, 1976
Employee Social Security Number	Type of Action
JFK Act 5 (g) (2) (D)	<input checked="" type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Secretary	\$13,000

(If Committee Employee, complete appropriate item below.)

- Standing Committee: Staff— Clerical or  Professional.
- Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
- Joint Committee.

*per 686.11*

(If Employee of an Officer of the House, complete item below.)

Position Number \_\_\_\_\_ If applicable, Level \_\_\_\_\_ Step \_\_\_\_\_

10 15 76 AM 8:45  
H OF R. FINANCE OFFICE

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date October 14, 19 76

*Thomas N. Downing*  
 (Signature of Authorizing Official)  
 Thomas N. Downing  
 (Type or print name of Authorizing Official)  
 Chairman  
 (Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: *[Signature]*  
Chairman, Committee on House Administration

Office of Finance use only:  
 Office Code \_\_\_\_\_  
 Monthly Annuity \$ \_\_\_\_\_ .00

ORIGINAL - To Finance Office (For official personnel folder)

*JP AS*

M E M O R A N D U M

TO: All Staff Employees  
FROM: Budget Officer  
DATE: January 3, 1977  
RE: Payroll Certification

Starting with the January, 1977 payroll, the certification to the House Finance Office requires, among other things, the relationship, if any, of each staff employee to any current Member of Congress (those taking office January 3, 1977).

The following are the relationships to be included in the certification:

father	nephew	brother-in-law
mother	niece	sister-in-law
son	husband	stepfather
daughter	wife	stepmother
brother	father-in-law	stepbrother
sister	mother-in-law	stepsister
uncle	son-in-law	half-brother
aunt	daughter-in-law	half-sister
first cousin		

All staff employees are requested to complete this form and return it to the Budget officer.

Approved  
Richard A. Sprague

I am not related     X    

I am related by the following relationship \_\_\_\_\_

  
Signature of Employee

January 10, 1977  
Date

March 4, 1977

Ms. Billie Gay Larson  
514 Sixth Street, S.W.  
Apt. A  
Washington, D.C. 20003

Dear Billie:

Although I am sorry to see you leave this staff, I fully understand the reasons and think the position that has been offered you in the office of the Speaker of the House is wonderful and on your behalf I am most happy to see you move into that position.

I do want to thank you for all of your efforts on our behalf. You have not only performed your job exceedingly well, but you have been a great help to me personally in many of your comments and suggestions. Beyond that, I have admired you as a person and have enjoyed the feeling of closeness and friendship with you.

Best of wishes to you. I remain

Sincerely yours,

Richard A. Sprague  
Chief Counsel and Director

RAS:elb

**Select Committee on Assassinations**

**U.S. House of Representatives**

3342 HOUSE OFFICE BUILDING, ANNEX 2

WASHINGTON, D.C. 20515

March 2, 1977

Richard A. Sprague  
Chief Counsel and Director  
Select Committee on Assassinations  
Washington, D.C.

Dear Mr. Sprague:

As we discussed today, I have accepted a position in the Office of the Speaker of the House effective Monday, March 7.

I would like to convey to you my personal admiration and feel we are very fortunate to have a person of your caliber in the service of the Congress.

Your continued leadership of the investigations is absolutely vital and I wish you every success.

Respectfully,



Billie Gay Larson

# Congress of the United States

## Employment Information Form

1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code) Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003		10. Birth date (Month, Day, Year) 5-19-44	14. Lowest acceptable annual salary in specific figures \$ 13,000
		11. Home State Utah	15. Number of dependents other than self 0
		12. Height 5 Feet 6 Inches	16. Weight 110
2. Home phone (including Area Code) 202-547-3049	3. Other phone (including Area Code) 202-225-2906 ASK FOR MARTIN	13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Kind of job you are applying for: secretarial, research, clerk		17. Social Security Number JFK Act 5 (g) (2) (D)	
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		18. Skills <input checked="" type="checkbox"/> Typing <u>75</u> wpm. <input checked="" type="checkbox"/> Shorthand <u>80</u> wpm. (To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)	
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Office equipment (specify) _____	
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst (State expertise with specific systems, languages, and components.)	
8. When will you be available? <u>9-20-76</u>			
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings.  
 1964

20. Did you graduate from high school, or will you graduate within the next nine months?  Yes 5/62  No \_\_\_\_\_  
 Course emphasis:  Academic,  Business,  Other (specify) debate, journalism, drama HIGHEST GRADE COMPLETED

21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.  
 Supervisory Development Seminar  
 Foremost Insurance Company (one week seminar, spring '75)  
 Grand Rapids, Michigan

22. A. Name and location (City and State) of colleges or universities attended.	COURSES STUDIED		CREDITS COMPLETED		Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended		Type of Degree	Year of Degree
	Major	Minor	Semester	Quarter			From	To		
University of Utah	hist.	phil.		190	2.7		62	69	BS	'69
B. Chief undergraduate college subjects	CREDITS COMPLETED		C. Chief graduate college subjects			CREDITS COMPLETED				
	Semester	Quarter					Semester	Quarter		

D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.)  
 Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.

23. Other languages. (Show proficiency in speaking, writing, and reading.)  
 read some French and Spanish

24. Dates of military service, if any. From: \_\_\_\_\_ To: \_\_\_\_\_  
 Branch: NA Rank: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)

	YES	NO
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)		X
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?	X	
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)		

28. Space for detailed answers. Indicate Item number to which answers apply.		Do Not Write In This Block Retested 9-27-76 TEST RESULTS TYPING: <u>71</u> W.P.M. ON A 5 MINUTE TEST ( <u>78</u> W.P.M., <u>7</u> ERRORS) SHORTHAND: <u>80</u> W.P.M. ON A 3 MINUTE TEST OTHER TEST SCORES: _____ VERIFIED BY: <u>APW/BJ</u> DATE: <u>9/13/76</u>	
Item No.	27		
1	Nancy L. Larson		
2	sister		
3	Office of Guam Federal Building San Francisco, CA		

Describe Employment Experience On This Form.

(A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year)	Exact title of position <b>Supervisor</b>	Annual Salary Starting \$ <b>650.</b>
	From <b>3/75</b> To <b>PRESENT-TIME 6/75</b>		mo. Present \$ <b>810.</b>

Name of immediate supervisor <b>Tom Edwards</b>	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) <b>Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA</b>
Area Code and Phone No., if known <b>415/934-1400</b>	

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?  Yes  No

Reason for wanting to leave

Description of work **Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.**

2.	Dates of employment (month, year)	Exact title of position <b>Executive Secretary</b>	Annual Salary Starting \$ <b>600.</b>
	From <b>5/72</b> To <b>2/73</b>		mo. Leaving \$ <b>625.</b>

Name of immediate supervisor <b>Harold Kramer, President</b>	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) <b>Celestial Arts Publising 231 Adrian Road Walnut Creek, CA</b>
Area Code and Phone No., if known <b>415/692-4500</b>	

Reason for leaving **moved from San Bruno to Moraga (approx. 35 miles from office)**

Description of work **Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.**

3.	Dates of employment (month, year)	Exact title of position <b>Legal Secretary</b>	Annual Salary Starting \$ <b>435.</b>
	From <b>4/70</b> To <b>6/71</b>		mo. Leaving \$ <b>500.</b>

Name of immediate supervisor <b>Sanford M. Stoddard (deceased)</b>	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) <b>Fabian &amp; Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah</b>
Area Code and Phone No., if known	

Reason for leaving **moved from Utah to California**

Description of work **Prepared legal documents and correspondence for senior partne Responsible for ordering all office supplies used by staff of 22.**

4.	Dates of employment (month, year)	Exact title of position <b>Legal Secretary</b>	Annual Salary Starting \$ <b>385.</b>
	From <b>1/65</b> To <b>1.69</b>		mo. Leaving \$ <b>425.</b>

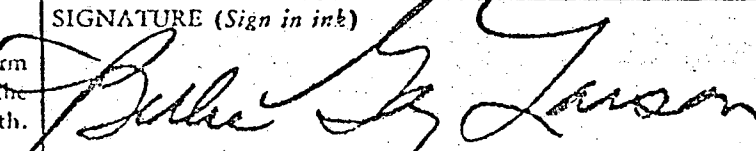
Name of immediate supervisor <b>Attorney General Phil L. Hansen</b>	Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) <b>Office of the Attorney General Salt Lake City, Utah</b>
Area Code and Phone No., if known	

Reason for leaving **end of Mr. Hansen's term of office**

Description of work **Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptioni and on telephone desk.**

31. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
<b>Byron L. Fisher, Esq.</b>	<b>Fabian &amp; Clendenin (see 3. above)</b>	<b>Attorney</b>
<b>David Hinds</b>	<b>763 Sixth Ave. Redwood City, CA 94163</b>	<b>publishing</b>
<b>Robert L. Hartesty</b>	<b>601 Colorado Street Austin, TX 78701</b>	<b>Asso. Deputy Chancellor, U. Texas, Austin</b>

CERTIFICATION I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the knowledge and belief, and are made in good faith.	SIGNATURE (Sign in ink) 	DATE SIGNED <b>9/13/76</b>
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# Congress of the United States

## Employment Information Form

1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code) <b>Larson, Billie Gay</b> 514 Sixth St. SE Apt. A Washington, D. C. 20003		10. Birth date (Month, Day, Year) <b>5-19-44</b>	14. Lowest acceptable annual salary in specific figures \$ <b>13,000</b>
2. Home phone (including Area Code) <b>202-547-3049</b>		11. Home State <b>Utah</b>	15. Number of dependents other than self <b>0</b>
3. Other phone (including Area Code) <b>202-225-2906</b> <i>ASK FOR MARTIN</i>		12. Height <b>5</b> Feet <b>6</b> Inches	16. Weight <b>110</b>
4. Kind of job you are applying for: <b>secretarial, research, clerk</b>		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	17. Social Security Number JFK Act 5 (g) (2) (D)
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		18. Skills <input checked="" type="checkbox"/> Typing <b>75</b> wpm. <input checked="" type="checkbox"/> Shorthand <b>80</b> wpm. <i>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</i> <input type="checkbox"/> Office equipment (specify) _____ <input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <i>(State expertise with specific systems, languages, and components.)</i>	
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. <b>1964</b>	
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes <b>5/62</b> <input type="checkbox"/> No Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) <b>debate, journalism, drama</b>	
8. When will you be available? <b>9-20-76</b>		21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. <b>Supervisory Development Seminar</b> <b>Foremost Insurance Company</b> (one week seminar, spring '75) <b>Grand Rapids, Michigan</b>	
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

22. A. Name and location (City and State) of colleges or universities attended. <b>University of Utah</b>	COURSES STUDIED Major: <b>hist.</b> Minor: <b>phil.</b>	CREDITS COMPLETED Semester: _____ Quarter: <b>190</b>	Grade-Point Average on 4.0 Scale <b>2.7</b>	Rank in Class _____	Dates Attended From: <b>62</b> To: <b>69</b>	Type of Degree <b>BS</b>	Year of Degree <b>'69</b>
B. Chief undergraduate college subjects		C. Chief graduate college subjects		CREDITS COMPLETED Semester: _____ Quarter: _____			

D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.)  
**Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.**

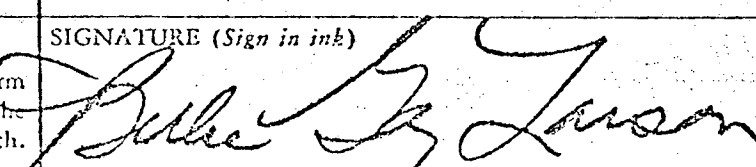
23. Other languages. (Show proficiency in speaking, writing, and reading.) <b>read some French and Spanish</b>	24. Dates of military service, if any. From: _____ To: _____ Branch: <b>NA</b> Rank: _____ Serial No.: _____
---	---

Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)		YES	NO
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)			<input checked="" type="checkbox"/>
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)		<input type="checkbox"/>	<input type="checkbox"/>

28. Space for detailed answers. Indicate Item number to which answers apply. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Item No.</th> <th>Answers</th> </tr> <tr> <td style="text-align: center;"><b>27</b></td> <td></td> </tr> <tr> <td style="text-align: center;">1</td> <td><b>Nancy L. Larson</b></td> </tr> <tr> <td style="text-align: center;">2</td> <td><b>sister</b></td> </tr> <tr> <td style="text-align: center;">3</td> <td><b>Office of Guam Federal Building San Francisco, CA</b></td> </tr> </table>	Item No.	Answers	<b>27</b>		1	<b>Nancy L. Larson</b>	2	<b>sister</b>	3	<b>Office of Guam Federal Building San Francisco, CA</b>	Do Not Write In This Block Retested <b>9-27-76</b> <b>71</b> TEST RESULTS TYPING: _____ W.P.M. ON A 5 MINUTE TEST ( <b>78</b> W.P.M., <b>7</b> ERRORS) SHORTHAND: <b>80</b> W.P.M. ON A 3 MINUTE TEST OTHER TEST SCORES: <b>5</b> VERIFIED BY: <b>APW/107</b> DATE: <b>9/13/76</b>
Item No.	Answers										
<b>27</b>											
1	<b>Nancy L. Larson</b>										
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3	<b>Office of Guam Federal Building San Francisco, CA</b>										

Describe Employment Experience On This Form.

(A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.			
Name of Employer	Dates	Salary	Position and Duties
30. FULL-TIME Employment. (List Most Recent Experience First.)			
1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
Name of immediate supervisor Tom Edwards		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA	
Area Code and Phone No., if known 415/934-1400			
May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for wanting to leave			
Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.			
2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
Name of immediate supervisor Harold Kramer, President		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publisng 231 Adrian Road Walnut Creek, CA	
Area Code and Phone No., if known 415/692-4500			
Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)			
Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.			
3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
Name of immediate supervisor Sanford M. Stoddard (deceased)		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah	
Area Code and Phone No., if known			
Reason for leaving moved from Utah to California			
Description of work Prepared legal documents and correspondence for senior partner Responsible for ordering all office supplies used by staff of 22.			
4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
Name of immediate supervisor Attorney General Phil L. Hansen		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah	
Area Code and Phone No., if known			
Reason for leaving end of Mr. Hansen's term of office			
Description of work Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.			
31. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.			
FULL NAME		PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.		Fabian & Clendenin (see 3. above)	Attorney
David Hinds		763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty		601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor U. Texas, Austin
CERTIFICATION		SIGNATURE (Sign in ink)	DATE SIGNED
I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.			9/13/76



# Congress of the United States

## Employment Information Form

<p>1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code)</p> <p style="text-align: center;"><b>Larson, Billie Gay</b> 514 Sixth St. SE Apt. A Washington, D. C. 20003</p>	<p>10. Birth date (Month, Day, Year)</p> <p style="text-align: center;">5-19-44</p>	<p>14. Lowest acceptable annual salary in specific figures</p> <p style="text-align: center;">\$ 13,000</p>
<p>2. Home phone (including Area Code) <b>202-547-3049</b></p> <p>3. Other phone (including Area Code) <b>202-225-2906</b> <i>ASK FOR MARTIN</i></p>	<p>11. Home State</p> <p style="text-align: center;">Utah</p>	<p>15. Number of dependents other than self</p> <p style="text-align: center;">0</p>
<p>4. Kind of job you are applying for: <b>secretarial, research, clerk</b></p>	<p>12. Height</p> <p style="text-align: center;">5 Feet 6 Inches</p>	<p>16. Weight</p> <p style="text-align: center;">110</p>
<p>5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer</p>	<p>13. Are you a United States citizen?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>17. Social Security Number</p> <p style="text-align: center;">JFK Act 5 (g) (2) (D)</p>
<p>6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>18. Skills</p> <p><input checked="" type="checkbox"/> Typing <u>75</u> wpm. <input checked="" type="checkbox"/> Shorthand <u>80</u> wpm. <i>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</i></p> <p><input type="checkbox"/> Office equipment (specify) _____</p> <p><input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <i>(State expertise with specific systems, languages, and components.)</i></p>	
<p>7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings.</p> <p style="text-align: center;">1964</p>	
<p>8. When will you be available? <b>9-20-76</b></p>	<p>20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes <u>5/62</u> <input type="checkbox"/> No _____ Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) <b>debate, journalism, drama</b> HIGHEST GRADE COMPLETED</p>	
<p>9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.</p> <p style="text-align: center;"><b>Supervisory Development Seminar</b> <b>Foremost Insurance Company</b> (one week seminar, spring '75) <b>Grand Rapids, Michigan</b></p>	

22. A. Name and location (City and State) of colleges or universities attended.	COURSES STUDIED		CREDITS COMPLETED		Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended		Type of Degree	Year of Degree
	Major	Minor	Semester	Quarter			From	To		
University of Utah	hist.	phil.		190	2.7		62	69	BS	'69

B. Chief undergraduate college subjects	CREDITS COMPLETED		C. Chief graduate college subjects	CREDITS COMPLETED	
	Semester	Quarter		Semester	Quarter

D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.)

**Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.**

<p>23. Other languages. (Show proficiency in speaking, writing, and reading.)</p> <p style="text-align: center;"><b>read some French and Spanish</b></p>	<p>24. Dates of military service, if any. From: _____ To: _____</p> <p style="text-align: center;">Branch: <b>NA</b> Rank: _____ Serial No.: _____</p>
--	--

Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)

	YES	NO
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)		X
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		X
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)	X	

<p>28. Space for detailed answers. Indicate Item number to which answers apply.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Item No.</th> <th>Answers</th> </tr> <tr> <td style="text-align: center;">27</td> <td></td> </tr> <tr> <td style="text-align: center;">1</td> <td>Nancy L. Larson</td> </tr> <tr> <td style="text-align: center;">2</td> <td>sister</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Office of Guam Federal Building San Francisco, CA</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Item No.	Answers	27		1	Nancy L. Larson	2	sister	3	Office of Guam Federal Building San Francisco, CA							<p style="text-align: center;"><b>Do Not Write In This Block</b></p> <p>Retested <b>9-27-76</b> <b>71</b> TEST RESULTS</p> <p>TYPING: _____ W.P.M. ON A 5 MINUTE TEST</p> <p style="text-align: center;">( <u>78</u> W.P.M., <u>7</u> ERRORS)</p> <p>SHORTHAND: <u>80</u> W.P.M. ON A 3 MINUTE TEST</p> <p>OTHER TEST SCORES: <u>5</u></p> <p>VERIFIED BY: <u>APW/107</u> DATE: <u>9/13/76</u></p>
Item No.	Answers																
27																	
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Describe Employment Experience On This Form.

(A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
Name of immediate supervisor Tom Edwards		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA	
Area Code and Phone No., if known 415/934-1400			

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?  Yes  No

Reason for wanting to leave

Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.

2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
Name of immediate supervisor Harold Kramer, President		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publising 231 Adrian Road Walnut Creek, CA	
Area Code and Phone No., if known 415/692-4500			

Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)

Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.

3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
Name of immediate supervisor Sanford M. Stoddard (deceased)		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah	
Area Code and Phone No., if known			

Reason for leaving moved from Utah to California

Description of work Prepared legal documents and correspondence for senior partner. Responsible for ordering all office supplies used by staff of 22.

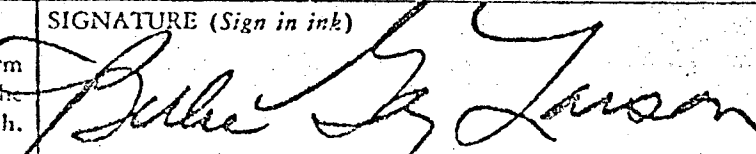
4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
Name of immediate supervisor Attorney General Phil L. Hansen		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah	
Area Code and Phone No., if known			

Reason for leaving end of Mr. Hansen's term of office

Description of work Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.

31. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor U. Texas, Austin

CERTIFICATION I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.	SIGNATURE (Sign in ink) 	DATE SIGNED 9/13/76
---	---	------------------------

# Congress of the United States

## Employment Information Form

1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code) Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003		10. Birth date (Month, Day, Year) 5-19-44	14. Lowest acceptable annual salary in specific figures \$ 13,000
2. Home phone (including Area Code) <b>202-547-3049</b> 3. Other phone (including Area Code) <b>202-225-2906</b> <i>ASK FOR MARILYN</i>		11. Home State Utah	15. Number of dependents other than self 0
4. Kind of job you are applying for: secretarial, research, clerk		12. Height 5 Feet 6 Inches	16. Weight 110
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		17. Social Security Number JFK Act 5 (g) (2) (D)	
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Skills <input checked="" type="checkbox"/> Typing <u>75</u> wpm. <input checked="" type="checkbox"/> Shorthand <u>80</u> wpm. <i>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</i> <input type="checkbox"/> Office equipment (specify) _____ <input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <i>(State expertise with specific systems, languages, and components.)</i>	
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20. Did you graduate from high school, or will you graduate within the next nine months?  Yes 5/62  No \_\_\_\_\_  
 Course emphasis:  Academic,  Business,  Other (specify) debate, journalism, drama HIGHEST GRADE COMPLETED \_\_\_\_\_

21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.  
Supervisory Development Seminar  
Foremost Insurance Company (one week seminar, spring '75)  
Grand Rapids, Michigan

22. A. Name and location (City and State) of colleges or universities attended.	COURSES STUDIED		CREDITS COMPLETED		Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended		Type of Degree	Year of Degree
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23. Other languages. (Show proficiency in speaking, writing, and reading.)  
read some French and Spanish

24. Dates of military service, if any. From: \_\_\_\_\_ To: \_\_\_\_\_  
 Branch: NA Rank: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28:)

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25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)		X
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		X
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Name of immediate supervisor Tom Edwards		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA	
Area Code and Phone No., if known 415/934-1400			

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?  Yes  No

Reason for wanting to leave

Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.

2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
Name of immediate supervisor Harold Kramer, President		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publising 231 Adrian Road Walnut Creek, CA	
Area Code and Phone No., if known 415/692-4500			

Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)

Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.

3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
Name of immediate supervisor Sanford M. Stoddard (deceased)		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah	
Area Code and Phone No., if known			

Reason for leaving moved from Utah to California

Description of work Prepared legal documents and correspondence for senior partne Responsible for ordering all office supplies used by staff of 22.

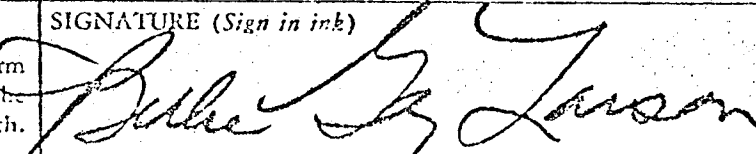
4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
Name of immediate supervisor Attorney General Phil L. Hansen		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah	
Area Code and Phone No., if known			

Reason for leaving end of Mr. Hansen's term of office

Description of work Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.

31. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor, U. Texas, Austin

CERTIFICATION I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.	SIGNATURE (Sign in ink) 	DATE SIGNED 9/13/76
---	---	------------------------

# Congress of the United States

## Employment Information Form

1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code) <b>Larson, Billie Gay</b> <b>514 Sixth St. SE Apt. A</b> <b>Washington, D. C. 20003</b>		10. Birth date (Month, Day, Year) <b>5-19-44</b>	14. Lowest acceptable annual salary in specific figures <b>\$ 13,000</b>
2. Home phone (including Area Code) <b>202-547-3049</b>		11. Home State <b>Utah</b>	15. Number of dependents other than self <b>0</b>
3. Other phone (including Area Code) <b>202-225-2906</b> <i>ASK FOR MARTIN</i>		12. Height <b>5 Feet 6 Inches</b>	16. Weight <b>110</b>
4. Kind of job you are applying for: <b>secretarial, research, clerk</b>		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		17. Social Security Number <div style="border: 1px solid black; padding: 2px;">           JFK Act 5 (g) (2) (D)         </div>	
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		18. Skills <input checked="" type="checkbox"/> Typing <b>75</b> wpm. <input checked="" type="checkbox"/> Shorthand <b>80</b> wpm. <i>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</i> <input type="checkbox"/> Office equipment (specify) _____ <input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <i>(State expertise with specific systems, languages, and components.)</i>	
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
8. When will you be available? <b>9-20-76</b>			
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. <b>1964</b>	

20. Did you graduate from high school, or will you graduate within the next nine months?  Yes **5/62**  No \_\_\_\_\_  
 Course emphasis:  Academic,  Business,  Other (specify) **debate, journalism, drama** HIGHEST GRADE COMPLETED \_\_\_\_\_

21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.  
**Supervisory Development Seminar**  
**Foremost Insurance Company** (one week seminar, spring '75)  
**Grand Rapids, Michigan**

22. A. Name and location (City and State) of colleges or universities attended.	COURSES STUDIED		CREDITS COMPLETED		Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended		Type of Degree	Year of Degree
	Major	Minor	Semester	Quarter			From	To		
University of Utah	hist.	phil.		190	2.7		62	69	BS	'69
B. Chief undergraduate college subjects	CREDITS COMPLETED		C. Chief graduate college subjects				CREDITS COMPLETED			
	Semester	Quarter	Semester	Quarter	Semester	Quarter	Semester	Quarter		

D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.)  
**Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.**

23. Other languages. (Show proficiency in speaking, writing, and reading.)  
**read some French and Spanish**

24. Dates of military service, if any. From: \_\_\_\_\_ To: \_\_\_\_\_  
 Branch: **NA** Rank: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)

		YES	NO
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)			X
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		X	
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)			

28. Space for detailed answers. Indicate Item number to which answers apply.		Retained Do Not Write In This Block <b>9-27-76</b> TEST RESULTS TYPING: <b>71</b> W.P.M. ON A 5 MINUTE TEST ( <b>78</b> W.P.M., <b>7</b> ERRORS) SHORTHAND: <b>80</b> W.P.M. ON A 3 MINUTE TEST OTHER TEST SCORES: _____ VERIFIED BY: <b>APW/107</b> DATE: <b>9/13/76</b>				
Item No.	27					
1	Nancy L. Larson					
2	sister					
3	Office of Guam					
	Federal Building					
	San Francisco, CA					

Describe Employment Experience On This Form.

(A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
Name of immediate supervisor Tom Edwards		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA	
Area Code and Phone No., if known 415/934-1400			

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?  Yes  No

Reason for wanting to leave

Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.

2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
Name of immediate supervisor Harold Kramer, President		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publising 231 Adrian Road Walnut Creek, CA	
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Name of immediate supervisor Sanford M. Stoddard (deceased)		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah	
Area Code and Phone No., if known			

Reason for leaving moved from Utah to California

Description of work Prepared legal documents and correspondence for senior partner Responsible for ordering all office supplies used by staff of 22.

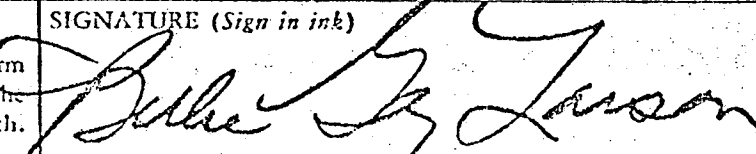
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CERTIFICATION I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.	SIGNATURE (Sign in ink) 	DATE SIGNED 9/13/76
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# Congress of the United States

## Employment Information Form

1. Name (Last, First, Middle)  Mr.  Miss.  Mrs.  
 and Address (Number, Street, City, State, and ZIP Code)  
**Larson, Billie Gay**  
**514 Sixth St. SE Apt. A**  
**Washington, D. C. 20003**

2. Home phone (including Area Code) **202-547-3049**  
 3. Other phone (including Area Code) **202-225-2906**  
*ASK FOR MARYLYN*

4. Kind of job you are applying for:  
**secretarial, research, clerk**

5. Term of Employment:  Full Time  Summer

6. Will you accept temporary employment?  Yes  No

7. Will you accept part-time employment?  Yes  No

8. When will you be available? **9-20-76**

9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress?  Yes  No

10. Birth date (Month, Day, Year)  
**5-19-44**

11. Home State  
**Utah**

12. Height  
**5** Feet **6** Inches

13. Are you a United States citizen?  
 Yes  No

14. Lowest acceptable annual salary in specific figures  
**\$ 13,000**

15. Number of dependents other than self  
**0**

16. Weight  
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17. Social Security Number  
 JFK Act 5 (g) (2) (D)

18. Skills  
 Typing **75** wpm.  Shorthand **80** wpm.  
*(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)*  
 Office equipment (specify) \_\_\_\_\_  
 Computer:  Terminal Operator,  Programmer,  Systems Analyst  
*(State expertise with specific systems, languages, and components.)*

19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings.  
**1964**

20. Did you graduate from high school, or will you graduate within the next nine months?  Yes **5/62**  No  
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Item No.	Answer
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2	sister
3	Office of Guam Federal Building San Francisco, CA

**Do Not Write In This Block**

Retested **9-27-76** TEST RESULTS

TYPING: **71** W.P.M. ON A 5 MINUTE TEST  
**(78 W.P.M., 7 ERRORS)**

SHORTHAND: **80** W.P.M. ON A 3 MINUTE TEST  
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OTHER TEST SCORES: \_\_\_\_\_

VERIFIED BY: **APW / [Signature]** DATE: **9/13/76**

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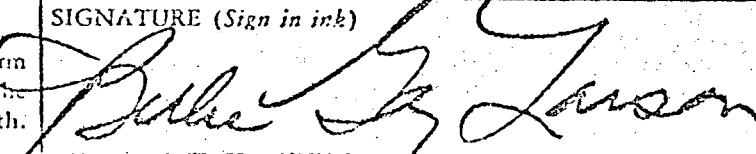
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# Congress of the United States

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22. A. Name and location (City and State) of colleges or universities attended. <b>University of Utah</b>	COURSES STUDIED	CREDITS COMPLETED	Grade Point Average on 4.0 Scale	Rank in Class	Dates Attended	Type of Degree	Year of Degree
	Major      Minor	Semester      Quarter			From      To		
	<b>hist.      phil.</b>	<b>190</b>	<b>2.7</b>		<b>62      69</b>	<b>BS</b>	<b>'69</b>

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30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
Name of immediate supervisor Tom Edwards		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA	
Area Code and Phone No., if known 415/934-1400			

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?  Yes  No

Reason for wanting to leave

Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.

2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
Name of immediate supervisor Harold Kramer, President		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Celestial Arts Publising 231 Adrian Road Walnut Creek, CA	
Area Code and Phone No., if known 415/692-4500			

Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)

Description of work Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.

3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
Name of immediate supervisor Sanford M. Stoddard (deceased)		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Fabian & Clendenin (law firm) 800 Continental Bank Building Salt Lake City, Utah	
Area Code and Phone No., if known			

Reason for leaving moved from Utah to California

Description of work Prepared legal documents and correspondence for senior partner. Responsible for ordering all office supplies used by staff of 22.

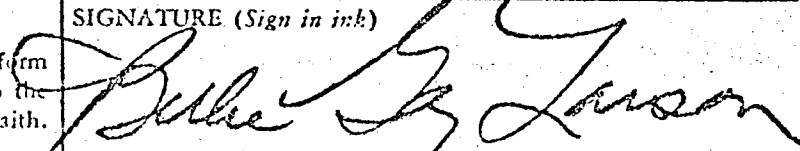
4.	Dates of employment (month, year) From 1/65 To 1.69	Exact title of position Legal Secretary	Annual Salary Starting \$ 385. mo. Leaving \$ 425.
Name of immediate supervisor Attorney General Phil L. Hansen		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Office of the Attorney General Salt Lake City, Utah	
Area Code and Phone No., if known			

Reason for leaving end of Mr. Hansen's term of office

Description of work Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptionist and on telephone desk.

31. REFERENCES: List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP Code)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor U. Texas, Austin

CERTIFICATION I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.	SIGNATURE (Sign in ink) 	DATE SIGNED 9/13/76
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# Congress of the United States

## Employment Information Form

1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code) <b>Larson, Billie Gay</b> <b>514 Sixth St. SE Apt. A</b> <b>Washington, D. C. 20003</b>		10. Birth date (Month, Day, Year) <b>5-19-44</b>	14. Lowest acceptable annual salary in specific figures <b>\$ 13,000</b>
2. Home phone (including Area Code) <b>202-547-3049</b>		11. Home State <b>Utah</b>	15. Number of dependents other than self <b>0</b>
3. Other phone (including Area Code) <b>202-225-2906</b> <i>ASK FOR MARTIN</i>		12. Height <b>5</b> Feet <b>6</b> Inches	16. Weight <b>110</b>
4. Kind of job you are applying for: <b>secretarial, research, clerk</b>		13. Are you a United States citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	17. Social Security Number <div style="border: 1px solid black; padding: 2px;">JFK Act 5 (g) (2) (D)</div>
5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer		18. Skills <input checked="" type="checkbox"/> Typing <b>75</b> wpm. <input checked="" type="checkbox"/> Shorthand <b>80</b> wpm. <i>(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)</i> <input type="checkbox"/> Office equipment (specify) _____ <input type="checkbox"/> Computer: <input type="checkbox"/> Terminal Operator, <input type="checkbox"/> Programmer, <input type="checkbox"/> Systems Analyst <i>(State expertise with specific systems, languages, and components.)</i>	
6. Will you accept temporary employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings. <b>1964</b>	
7. Will you accept part-time employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		20. Did you graduate from high school, or will you graduate within the next nine months? <input checked="" type="checkbox"/> Yes <b>5/62</b> <input type="checkbox"/> No Course emphasis: <input checked="" type="checkbox"/> Academic, <input type="checkbox"/> Business, <input type="checkbox"/> Other (specify) <b>debate, journalism, drama</b>	
8. When will you be available? <b>9-20-76</b>		21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data. <b>Supervisory Development Seminar</b> <b>Foremost Insurance Company</b> (one week seminar, spring '75) <b>Grand Rapids, Michigan</b>	
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

22. A. Name and location (City and State) of colleges or universities attended. <b>University of Utah</b>	COURSES STUDIED	CREDITS COMPLETED	Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended	Type of Degree	Year of Degree
	Major    Minor	Semester    Quarter			From    To		
	hist.    phil.	190	2.7		62    69	BS	'69

B. Chief undergraduate college subjects	CREDITS COMPLETED	C. Chief graduate college subjects	CREDITS COMPLETED
Semester    Quarter		Semester    Quarter	

D. Special achievements and awards. (Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.)  
**Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.**

23. Other languages. (Show proficiency in speaking, writing, and reading.) <b>read some French and Spanish</b>	24. Dates of military service, if any. From: _____ To: _____ Branch: <b>NA</b> Rank: _____ Serial No.: _____
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Answer the following questions. (If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)	YES	NO
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.)		X
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?	X	
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)		

28. Space for detailed answers. Indicate Item number to which answers apply.	Do Not Write In This Block <b>Retested 9-27-76</b> <b>71 TEST RESULTS</b> <b>TYPING: _____ W.P.M. ON A 5 MINUTE TEST</b> <b>( 78 W.P.M., 7 ERRORS)</b> <b>SHORTHAND: 80 W.P.M. ON A 3 MINUTE TEST</b> <b>OTHER TEST SCORES: _____</b> <b>VERIFIED BY: APW / [Signature]</b> <b>DATE: 9/13/76</b>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Item No.</td> <td>27</td> </tr> <tr> <td>1</td> <td>Nancy L. Larson</td> </tr> <tr> <td>2</td> <td>sister</td> </tr> <tr> <td>3</td> <td>Office of Guam Federal Building San Francisco, CA</td> </tr> </table>	Item No.	27	1	Nancy L. Larson	2	sister	3	Office of Guam Federal Building San Francisco, CA	
Item No.	27								
1	Nancy L. Larson								
2	sister								
3	Office of Guam Federal Building San Francisco, CA								

Describe Employment Experience On This Form.

(A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (List Most Recent Experience First.)

1.	Dates of employment (month, year) From 3/75 To PRESENT-TIME 6/75	Exact title of position Supervisor	Annual Salary Starting \$ 650. mo. Present \$ 810.
Name of immediate supervisor Tom Edwards		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Foremost Insurance Company 100 Wiget Lane Walnut Creek, CA	
Area Code and Phone No., if known 415/934-1400			
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Reason for wanting to leave  
Description of work Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.

2.	Dates of employment (month, year) From 5/72 To 2/73	Exact title of position Executive Secretary	Annual Salary Starting \$ 600. mo. Leaving \$ 625.
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Reason for leaving moved from San Bruno to Moraga (approx. 35 miles from office)  
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3.	Dates of employment (month, year) From 4/70 To 6/71	Exact title of position Legal Secretary	Annual Salary Starting \$ 435. mo. Leaving \$ 500.
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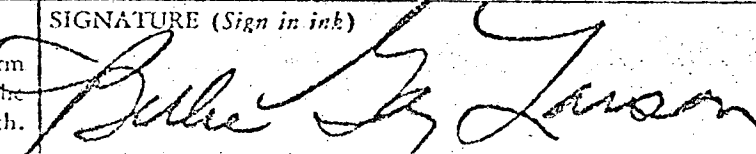
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# Congress of the United States

## Employment Information Form

<p>1. Name (Last, First, Middle) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State, and ZIP Code)</p> <p style="text-align: center;">Larson, Billie Gay</p> <p style="text-align: center;">514 Sixth St. SE Apt. A Washington, D. C. 20003</p>	<p>10. Birth date (Month, Day, Year)</p> <p style="text-align: center;">5-19-44</p>	<p>14. Lowest acceptable annual salary in specific figures</p> <p style="text-align: center;">\$ 13,000</p>
<p>2. Home phone (including Area Code) <span style="margin-left: 20px;">3. Other phone (including Area Code)</span></p> <p>202-547-3049 <span style="margin-left: 20px;">202-225-2906</span></p>	<p>11. Home State</p> <p style="text-align: center;">Utah</p>	<p>15. Number of dependents other than self</p> <p style="text-align: center;">0</p>
<p>4. Kind of job you are applying for:</p> <p style="text-align: center;">secretarial, research, clerk</p>	<p>12. Height</p> <p style="text-align: center;">5 Feet 6 Inches</p>	<p>16. Weight</p> <p style="text-align: center;">110</p>
<p>5. Term of Employment: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Summer</p>	<p>13. Are you a United States citizen?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>17. Social Security Number</p> <p style="text-align: center;">JFK Act 5 (g) (2) (D)</p>
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Item No.	Answers
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1	Nancy L. Larson
2	sister
3	Office of Guam Federal Building San Francisco, CA

Do Not Write In This Block

Retested 9-27-76 TEST RESULTS

TYPING: 71 W.P.M. ON A 5 MINUTE TEST

(78 W.P.M., 7 ERRORS)

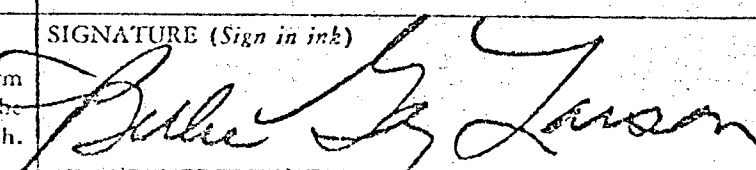
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OTHER TEST SCORES: 5

VERIFIED BY: APW / [Signature] DATE: 9/13/76

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CERTIFICATION		SIGNATURE (Sign in ink)	DATE SIGNED
I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.			9/13/76