



THE ADVISOR

Volume 7, Number 1

January 3, 1975

A BI-WEEKLY INFORMATIONAL BULLETIN

PENNHURST STATE SCHOOL and HOSPITAL

NOTICE TO ALL ALIENS !!!

The Immigration and Nationality Act requires that certain aliens in the United States report their addresses to the Government during the month of January each year.

The forms for use in filing this report are available in the Personnel Office.

Francis J. Clifford
Personnel Officer III

WARNING!!!

The elevator repairman reports that certain conditions are present as he repairs the elevator and cleans the pits.

The pit is not a receptacle for waste materials and especially cigarette butts. If a fire breaks out amid the lint and dust, the sudden upsweep of fire will cause a vacuum and very serious, if not fatal consequences can occur.

PLEASE BE CAREFUL. Discard butts in the proper receptacles available. DO NOT USE the elevator pit.

Frank G. Herman
Elevator Repairman

DONATIONS NEEDED!!!

Unit VIII is looking for approximately 30-35 single-bed bedspreads of various styles and similar number of throw pillows so that each of the people living in the unit can have a colorful and distinctive spread for his or her bed. Anyone interested in donating spreads or pillows can contact the Unit staff or bring them to Q Building. The residents and staff of Unit VIII thank you all in advance.

Greg Pirmann
Unit VIII Director

GREETINGS

The Staff of the Advisor hopes that each and everyone has a peaceful, healthy and prosperous New Year.

INSTITUTIONAL TESTING

The Civil Service Testing of candidates for the aide trainee positions will resume this coming month after a two month delay due to a lost test booklet. It will continue to be given on a monthly basis thereafter.

IF YOU DIDN'T COMPLETE HIGH SCHOOL

There is an excellent opportunity available to any employe of Pennhurst who did not complete high school. The Adult Education (GED) Program will begin a new cycle in January. This program offers one-hundred hours of academic instruction designed to prepare participants for the General Educational Development (GED) Exam. Successful completion of this exam will result in the awarding of a high school diploma to the participant.

Pennhurst's GED Program, now in its fifth year, has graduated over sixty employes who have received high school diplomas through the program. If you didn't finish high school, you should consider taking advantage of this opportunity now.

The spring semester program will begin on January 21, 1975. Classes will meet three days each week (Tuesdays, Wednesdays and Thursdays) from 12:30 to 3:00 P.M. in N-Hall. Legal holidays will be observed.

If you are interested, please complete the form below (or write the requested information on a separate sheet of paper) clip it out, and drop it in the campus mail addressed to: LARRY WHYTE, PERSONNEL DEPARTMENT.

.....
ADULT EDUCATION INTEREST/ENROLLMENT FORM

YOUR NAME _____

JOB TITLE _____

UNIT OR DEPARTMENT _____ SHIFT _____

TELEPHONE NUMBER: HOME _____ WORK EXTENSION _____

YOUR SUPERVISOR'S NAME _____

CIRCLE THE HIGHEST SCHOOL GRADE YOU COMPLETED:

1 2 3 4 5 6 7 8 9 10 11 12

.....