

## EQUAL EMPLOYMENT OPPORTUNITY

### Notification of Job Vacancies

Ace Telephone Association dba AcenTek is an equal opportunity employer, AcenTek provides notification of full-time job vacancies to organizations assisting job seekers. Any organization which would like to receive notification of job openings at our locations should contact us and request to be included on our employment opportunity notifications list. Organizations can make such requests by mail to AcenTek, Attn: Human Resources, 207 E Cedar Street, Houston, MN, 55943, fax 507-896-8149, or email [HR@AcenTek.net](mailto:HR@AcenTek.net) making such requests, please provide us with the name of the organization, the address, the phone number, the fax number, and the name of the contact representative to whom notifications should be sent.

### Full-Time Job Openings

Combination Technician – Houston (Floater), Houston, MN  
Network Operations Specialist – Allendale, MI  
Seasonal Cable Locator, Houston MN  
Business Services Consultant, Houston, MN  
Customer Support Representative – Level 2, Houston, MN  
Facilities Engineer - Allendale MI  
Facilities Engineer – Allendale, MI  
Fixed Wireless / Combination Technician, Houston, MN  
Cable Maintenance Technician, Houston, MN  
Combination Technician, Caledonia, MN  
Combination Technician, Houston, MN

### Annual EEO Public File Report

See attached

EEO PUBLIC FILE REPORT

A. Employment Unit Covered

Ace Telephone Association dba AcenTek, Houston, MN

B. Reporting Period

October 1, 2016 – September 30, 2017

C. Full-Time Vacancies Filled During Reporting Period

1	Job Title:	Combination Technician, Houston, MN	Date Filled:	2/27/17
2	Job Title:	Network Operations Specialist, MI	Date Filled:	3/20/17
3	Job Title:	Season Cable Locator, Houston, MN	Date Filled:	3/20/17
4	Job Title:	Business Services Consultant, Houston, MN	Date Filled:	4/27/17
5	Job Title:	Customer Support Representative, Houston, MN	Date Filled:	4/21/17
6	Job Title:	Facilities Engineer, Allendale, MI	Date Filled:	10/2/17
7	Job Title:	Facilities Engineer, Allendale, MI	Date Filled:	10/2/17
8	Job Title:	Fixed Wireless/Combination Technician, Caledonia, MN	Date Filled:	7/10/17
9	Job Title:	Cable Maintenance Technician, Houston, MN	Date Filled:	7/10/17
10	Job Title:	Combination Technician, Caledonia, MN	Date Filled:	8/7/17
11	Job Title:	Combination Technician, Houston, MN	Date Filled:	10/23/17

D. Recruitment/Referral Sources Used to See Candidates for Each Vacancy  
(Organizations entitled to notification identified by \*\*.)

1. Job Title: Combination Technician, Houston, MN                      Date Filled: 2/27/17

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
AcenTek Internal Posting		Sarah Lange	507-896-3111	Yes

2. Job Title: Network Operation's Specialist, Allendale, MI                      Date Filled: 3/20/17

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
AcenTek Internal Posting		Sarah Lange	507-896-3111	No
Holland Sentinel	54 W 8 <sup>th</sup> Street, Holland, MI 49423 <a href="http://www.hollandsentinel.com">www.hollandsentinel.com</a>	Haley Kelly	616-546-4235	No
MLive Media Group MLive.com	3102 Walker Ridge NE Walker, MI 49544	Mary DeRade	616-254-0602	Yes
AcenTek Website	<a href="http://www.AcenTek.net">www.AcenTek.net</a> 207 E Cedar Street Houston, MN 55943	Sarah Lange	507-896-3111	No

3. Job Title: Seasonal Cable Locator, Houston, MN Date Filled: 3/20/17

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
AcenTek Internal Posting		Sarah Lange	507-896-3111	No
La Crosse Tribune (Lee Newspapers)	401 3 <sup>rd</sup> Street N. La Crosse, WI 54601	Deb Timm	608-791-8267	No
Winona Daily News (Lee Newspapers)	401 3 <sup>rd</sup> Street N. La Crosse, WI 54601	Deb Timm	608-791-8267	No
Houston County News	401 3 <sup>rd</sup> Street N. La Crosse, WI 54601	Deb Timm	608-791-8267	No
Monster.com	<a href="http://www.monster.com">www.monster.com</a>		800-666-7837	No
AcenTek Website	<a href="http://www.AcenTek.net">www.AcenTek.net</a> 207 E Cedar Street Houston, MN, 55943	Sarah Lange	507-896-3111	No
Winona Post	64 E 2nd Street Winona, MN 55987	Twila	507-452-1261	No
Houston Banner	205 S Ellsworth Houston, MN 55943	Ellyn Baumann	507-896-2107	No
Source Not Specified				Yes

4. Job Title: Business Services Consultant, Houston, MN Date Filled: 4/27/17

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
AcenTek Internal Posting		Sarah Lange	507-896-3111	No
La Crosse Tribune (Lee Newspapers)	401 3 <sup>rd</sup> Street N. La Crosse, WI 54601	Deb Timm	608-791-8267	No
Winona Daily News (Lee Newspapers)	401 3 <sup>rd</sup> Street N. La Crosse, WI 54601	Deb Timm	608-791-8267	No
Houston County News (Lee Newspapers)	401 3 <sup>rd</sup> Street N. La Crosse, WI 54601	Deb Timm	608-791-8267	No
Monster.com	<a href="http://www.monster.com">www.monster.com</a>	Included in the above postings	800-666-7837	No
AcenTek Website	<a href="http://www.AcenTek.net">www.AcenTek.net</a> 207 E Cedar Street Houston, MN, 55943	Sarah Lange	507-896-3111	No
Winona Post	64 E 2nd Street Winona, MN 55987	Twila	507-452-1261	No
Houston Banner	205 S Ellsworth Houston, MN 55943	Ellyn Baumann	507-896-2107	No
Online. Site Not Specified				Yes
Tri-County Record	310 Mill Street, Ste 101 Rushford, MN 55971	Kayla Thompson	507-864-7700	No

Bluff Country Reader	310 Mill Street, Ste 101 Rushford, MN 55971	Kayla Thompson	507-864-7700	No
Spring Grove Herald	310 Mill Street, Ste 101 Rushford, MN 55971	Kayla Thompson	507-864-7700	No

5. Job Title: Customer Support Representative, Houston, MN Date Filled: 4/21/17

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
AcenTek Internal Posting		Sarah Lange	507-896-3111	No
La Crosse Tribune (Lee Newspapers)	401 3rd Street N. La Crosse, WI 54601	Deb Timm	608-791-8267	No
Winona Daily News (Lee Newspapers)	401 3rd Street N. La Crosse, WI 54601	Deb Timm	608-791-8267	No
Houston County News (Lee Newspapers)	401 3rd Street N. La Crosse, WI 54601	Deb Timm	608-791-8267	No
Monster.com	<a href="http://www.monster.com">www.monster.com</a>	Included in the above postings	800-666-7837	Yes
AcenTek Website	<a href="http://www.AcenTek.net">www.AcenTek.net</a> 207 E Cedar Street Houston, MN, 55943	Sarah Lange	507-896-3111	No
Winona Post	64 E 2nd Street Winona, MN 55987	Twila	507-452-1261	No
Houston Banner	205 S Ellsworth Houston, MN 55943	Ellyn Baumann	507-896-2107	No
Tri-County Record	310 Mill Street, Ste 101 Rushford, MN 55971	Kayla Thompson	507-864-7700	No
Bluff Country Reader	310 Mill Street, Ste 101 Rushford, MN 55971	Kayla Thompson	507-864-7700	No
Spring Grove Herald	310 Mill Street, Ste 101 Rushford, MN 55971	Kayla Thompson	507-864-7700	No
The Caledonia Argus	314 Lincoln Street Caledonia, MN 55921	Amanda Ninneman	507-724-3475	No

## 6. Job Title: Facilities Engineer, Allendale, MI

Date Filled: 10/2/17

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
AcenTek Internal Posting		Sarah Lange	507-896-3111	Yes
AcenTek Website	<a href="http://www.AcenTek.net">www.AcenTek.net</a> 207 E Cedar Street Houston, MN, 55943	Sarah Lange	507-896-3111	No

## 7. Job Title: Facilities Engineer, Allendale, MI

Date Filled: 10/3/17

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
AcenTek Internal Posting		Sarah Lange	507-896-3111	No
MLive Media Group MLive.com	3102 Walker Ridge NE Walker, MI 49544	Mary DeRade	616-254-0602	Yes
Holland Sentinel	54 W 8 <sup>th</sup> Street, Holland, MI 49423 <a href="http://www.hollandsentinel.com">www.hollandsentinel.com</a>	Haley Kelly	616-546-4235	No
Military Medical News	PO Box A3434 Chicago, Illinois 60690 <a href="http://www.militarymedical.com">www.militarymedical.com</a>	Production Team	312-368-4860	No
AcenTek Website	<a href="http://www.AcenTek.net">www.AcenTek.net</a> 207 E Cedar Street Houston, MN, 55943	Sarah Lange	507-896-3111	No
Website - Unspecified				Yes

## 8. Fixed Wireless / Combination Technician

Date Filled: 7/10/17

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
AcenTek Internal Posting		Sarah Lange	507-896-3111	Yes

## 9. Job Title: Cable Maintenance Technician

Date Filled: 7/10/17

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
AcenTek Internal Posting		Sarah Lange	507-896-3111	Yes

## 10. Job Title: Combination Technician

Date Filled: 8/7/17

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Telephone #</i>	<i>Referred Person Hired?</i>
AcenTek Internal Posting		Sarah Lange	507-896-3111	Yes

## 11. Job Title: Combination Technician

Date Filled: 8/7/17

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Telephone #</i>	<i>Referred Person Hired?</i>
AcenTek Internal Posting		Sarah Lange	507-896-3111	No
The Caledonia Argus	314 Lincoln Street Caledonia, MN 55921	Jeffrey Brown	507-724-3475	No
Tri-County Record	310 Mill Street, Ste 101 Rushford, MN 55971	Kayla Thompson	507-864-7700	No
Bluff Country Reader	310 Mill Street, Ste 101 Rushford, MN 55971	Kayla Thompson	507-864-7700	No
Spring Grove Herald	310 Mill Street, Ste 101 Rushford, MN 55971	Kayla Thompson	507-864-7700	No
La Crosse Tribune (Lee Newspapers)	401 3rd Street N. La Crosse, WI 54601	Deb Timm	608-791-8267	No
Houston County News (Lee Newspapers)	401 3rd Street N. La Crosse, WI 54601	Deb Timm	608-791-8267	No
Monster.com	<a href="http://www.monster.com">www.monster.com</a>	Included in the above postings	800-666-7837	No
AcenTek Website	<a href="http://www.AcenTek.net">www.AcenTek.net</a> 207 E Cedar Street Houston, MN, 55943	Sarah Lange	507-896-3111	No
Current Employee				Yes