

## EQUAL EMPLOYMENT OPPORTUNITY

### Notification of Job Vacancies

Ace Telephone Association dba Ace Communications Group is an equal opportunity employer, Ace Communications Group 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 Ace Communications Group, Attn: Human Resources, PO Box 360, Houston, MN, 55943-0360, fax 507-896-8149, or email [hr@acecomgroup.com](mailto:hr@acecomgroup.com). When 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, Allendale, MI  
Customer Service Representative, Mesick, MI  
Customer Support Representative – Level 2, Houston, MN  
Combination Technician, Mesick, MI  
Cable Locator, Houston, MN  
Combination Technician, Houston, MN  
Customer Support Representative – Level 2, Houston, MN  
Combination Technician, Houston, MN  
Network Operations Supervisor, Houston, MN  
Cellular Sales Representative, Houston, MN  
Seasonal Cable Locator, Allendale, MI  
Seasonal Cable Locator, Houston, MN  
Network Operations Specialist, Houston, MN  
Network Operations Specialist, Houston, MN  
Combination Technician, Houston, MN  
Cable Splicer, Houston, MN  
Customer Support Representative – Level 1, Houston, MN  
Network Operations Specialist, Mesick, MI  
Network Operations Supervisor, Michigan  
Combination Technician, Allendale, MI  
Facilities Coordinator, Allendale, MI

### Annual EEO Public File Report

See attached

EEO PUBLIC FILE REPORT

A. Employment Unit Covered

Ace Telephone Association dba Ace Communications Group, Houston, MN, Ace Telephone Company of Michigan dba Ace Communications Group and Allendale Telephone Company dba Ace Communications Group

B. Reporting Period

October 1, 2012 – September 30, 2013

C. Full-Time Vacancies Filled During Reporting Period

1	Job Title:	Combination Technician, Allendale, MI	Date Filled:	11/5/12
2	Job Title:	Customer Service Representative, Mesick, MI	Date Filled:	1/04/13
3	Job Title:	Customer Support Representative – Level 2, Houston, MN	Date Filled:	1/07/13
4	Job Title:	Combination Technician, Mesick, MI	Date Filled:	2/04/13
5	Job Title:	Cable Locator, Houston, MN	Date Filled:	2/21/13
6	Job Title:	Combination Technician, Houston, MN	Date Filled:	4/15/13
7	Job Title:	Customer Support Representative – Level 2, Houston, MN	Date Filled:	4/15/13
8	Job Title:	Combination Technician, Houston, MN	Date Filled:	4/16/13
9	Job Title:	Network Operations Supervisor, Houston, MN	Date Filled:	4/22/13
10	Job Title:	Cellular Sales Representative, Houston, MN	Date Filled:	5/06/13
11	Job Title:	Seasonal Cable Locator, Allendale, MI	Date Filled:	5/06/13
12	Job Title:	Seasonal Cable Locator, Houston, MN	Date Filled:	5/20/13
13	Job Title:	Network Operations Specialist, Houston, MN	Date Filled:	6/24/13
14	Job Title:	Network Operations Specialist, Houston, MN	Date Filled:	7/29/13
15	Job Title:	Combination Technician, Houston, MN	Date Filled:	7/29/13
16	Job Title:	Cable Splicer, Houston, MN	Date Filled:	8/05/13
17	Job Title:	Customer Support Representative – Level 1, Houston, MN	Date Filled:	8/06/13
18	Job Title:	Network Operations Specialist, Mesick, MI	Date Filled:	9/02/13
19	Job Title:	Network Operations Supervisor, Michigan	Date Filled:	9/23/13
20	Job Title:	Combination Technician, Allendale, MI	Date Filled:	9/30/13
21	Job Title:	Facilities Coordinator, Allendale, MI	Date Filled:	10/01/13

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

1. Job Title: Combination Technician, Allendale, MI                      Date Filled: 11/05/12

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
Ace Internal Posting		Employee Referral or Transfer		Yes

2. Job Title: Customer Service Representative, Mesick , MI Date Filled: 1/04/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
Cadillac News	130 N. Mitchell St. P.O. Box 640 Cadillac, MI 49601	Brittany Kasarskis <a href="mailto:Brittany@cadillacnews.com">Brittany@cadillacnews.com</a>	231-779-4122	No
Indeed.com	<a href="http://www.indeed.com">www.indeed.com</a>		800-462-5842	Yes
Ace Website	<a href="http://www.acecomgroup.cc">www.acecomgroup.cc</a> P.O. Box 360, Houston, MN 55943-0360	Sarah Lange or Susan Peterson	507-896-3111	No

3. Job Title: Customer Support Rep – Level 2, Houston, MN Date Filled: 1/07/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
La Crosse Tribune (Lee Newspapers)	401 3 <sup>rd</sup> Street N. La Crosse, WI 54601	Deb Timm	608-791-8267	Yes
Winona Daily 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>		800-666-7837	No
Ace Website	<a href="http://www.acecomgroup.cc">www.acecomgroup.cc</a> P.O. Box 360, Houston, MN, MN 55943-0360	Sarah Lange or Susan Peterson	507-896-3111	No
Unspecified Internet Site				No
Personal Acquaintance				No

4. Job Title: Combination Technician, Mesick, MI Date Filled: 2/04/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
Indeed.com	<a href="http://www.indeed.com">www.indeed.com</a>		800-462-5842	No
Unspecified Newspaper				No
Personal Acquaintance				Yes

5. Job Title: Cable Locator, Houston, MN Date Filled: 2/21/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
Ace Internal Posting		Seasonal employee the last year		Yes

## 6. Job Title: Combination Technician, Houston, MN

Date Filled: 4/15/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
La Crosse Tribune (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>		800-666-7837	No
Indeed.com	<a href="http://www.indeed.com">www.indeed.com</a>		800-462-5842	No
Ace Internal Posting		Employee Referral or Transfer		No
Ace Website	<a href="http://www.acecomgroup.cc">www.acecomgroup.cc</a> P.O. Box 360, Houston, MN, MN 55943-0360	Sarah Lange or Susan Peterson	507-896-3111	Yes
Unspecified Internet Site				No
Personal Acquaintance				No

## 7. Job Title: Customer Support Rep – Level 2, Houston, MN

Date Filled: 4/15/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
La Crosse Tribune (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>		800-666-7837	No
Ace Website	<a href="http://www.acecomgroup.cc">www.acecomgroup.cc</a> P.O. Box 360, Houston, MN, MN 55943-0360	Sarah Lange or Susan Peterson	507-896-3111	Yes
Ace Internal Posting		Employee Referral or Transfer		No

## 8. Job Title: Combination Technician, Houston, MN

Date Filled: 4/16/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
La Crosse Tribune (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>		800-666-7837	No
Indeed.com	<a href="http://www.indeed.com">www.indeed.com</a>		800-462-5842	No
Ace Internal Posting		Employee Referral or Transfer		No
Ace Website	<a href="http://www.acecomgroup.cc">www.acecomgroup.cc</a> P.O. Box 360, Houston, MN, MN 55943-0360	Sarah Lange or Susan Peterson	507-896-3111	Yes
Unspecified Internet Site				No
Personal Acquaintance				No

## 9. Job Title: Network Operations Supervisor, Houston, MN

Date Filled: 4/22/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
Ace Internal Posting		Employee Referral or Transfer		Yes

10. Job Title: Cellular Sales Representative, Houston, MN

Date Filled: 5/06/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Telephone #</i>	<i>Referred Person Hired?</i>
ABR Employment Services	<a href="http://www.abrjobs.com">www.abrjobs.com</a> 1501 Losey Blvd. La Crosse, WI 54601	Jesse Sievers or Wendy Toomey	608-782-9700	Yes

11. Job Title: Seasonal Cable Locator, Allendale, MI

Date Filled: 5/06/13

<i>Referral Source</i>	<i>Contact Person</i>	<i>Address</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
Unspecified Newspaper Ad				Yes

12. Job Title: Seasonal Cable Locator, Houston, MN

Date Filled: 5/20/13

<i>Referral Source</i>	<i>Contact Person</i>	<i>Address</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
Ace Website	<a href="http://www.acecomgroup.cc">www.acecomgroup.cc</a> P.O. Box 360, Houston, MN, MN 55943-0360	Sarah Lange or Susan Peterson	507-896-3111	Yes

13. Job Title: Network Operations Specialist, Houston, MN

Date Filled: 6/24/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
La Crosse Tribune (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>		800-666-7837	No
Rochester Post Bulletin	18 1 <sup>st</sup> Ave SE Rochester, MN 55904	Melissa Walfoort <a href="mailto:mwalfoort@postbulletin.com">mwalfoort@postbulletin.com</a>	507-281-7479	No
Ace Internal Posting		Employee Referral or Transfer		Yes
Ace Website	<a href="http://www.acecomgroup.cc">www.acecomgroup.cc</a> P.O. Box 360, Houston, MN, MN 55943-0360	Sarah Lange or Susan Peterson	507-896-3111	No
Unspecified Internet Site				No

14. Job Title: Network Operations Specialist, Houston, MN

Date Filled: 7/29/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
La Crosse Tribune (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>		800-666-7837	Yes
Indeed.com	<a href="http://www.indeed.com">www.indeed.com</a>		800-462-5842	No
Rochester Post Bulletin	18 1 <sup>st</sup> Ave SE Rochester, MN 55904	Melissa Walfoort <a href="mailto:mwalfoort@postbulletin.com">mwalfoort@postbulletin.com</a>	507-281-7479	No

## 15. Job Title: Combination Technician, Houston, MN

Date Filled: 7/29/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
La Crosse Tribune (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>		800-666-7837	No
Indeed.com	<a href="http://www.indeed.com">www.indeed.com</a>		800-462-5842	No
Ace Internal Posting		Employee Referral or Transfer		Yes
Ace Website	<a href="http://www.acecomgroup.cc">www.acecomgroup.cc</a> P.O. Box 360, Houston, MN, MN 55943-0360	Sarah Lange or Susan Peterson	507-896-3111	No
Unspecified Internet Site				No
Personal Acquaintance				No

## 16. Job Title: Cable Splicer, Houston, MN

Date Filled: 8/05/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
Ace Internal Posting		Employee Referral or Transfer		Yes

## 17. Job Title: Customer Support Rep – Level 1, Houston, MN

Date Filled: 8/6/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
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
Monster.com	<a href="http://www.monster.com">www.monster.com</a>		800-666-7837	No
Ace Internal Posting		Employee Referral or Transfer		Yes
Unspecified Internet Site				No

## 18. Job Title: Network Operations Specialist, Mesick, MI

Date Filled: 9/2/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
Traverse City Record-Eagle	120 W. Front Street P.O. Box 632 Traverse City, MI 49684	Denise Lingerfelt <a href="mailto:dlingerfelt@record-eagle.com">dlingerfelt@record-eagle.com</a>	231-933-1438	No
Indeed.com	<a href="http://www.indeed.com">www.indeed.com</a>		800-462-5842	No
Ace Website	<a href="http://www.acecomgroup.cc">www.acecomgroup.cc</a> P.O. Box 360, Houston, MN 55943-0360	Sarah Lange or Susan Peterson	507-896-3111	Yes

19. Job Title: Network Operations Supervisor, Michigan

Date Filled: 9/23/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
Ace Internal Posting		Employee Referral or Transfer		Yes

20. Job Title: Combination Technician. Allendale, MI

Date Filled: 9/30/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
Grand Rapids Press	3102 Walker Ridge NW Walker, MI 49544	Mary DeRade <a href="mailto:mderade@mlive.com">mderade@mlive.com</a>	800-886-5529 616-254-0602	No
Holland Sentinel	54 West 8 <sup>th</sup> Street Holland, MI 49423 <a href="http://www.hollandsentinel.com">www.hollandsentinel.com</a>	Debra Long <a href="mailto:Debra.long@hollandsentinel.com">Debra.long@hollandsentinel.com</a>	616-546-4200	No
Ace Internal Posting		Employee Referral or Transfer		Yes
Unspecified Internet Site				No
Personal Acquaintance				No

21. Job Title: Facilities Coordinator, Allendale, MI

Date Filled: 10/01/13

<i>Referral Source</i>	<i>Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Referred Person Hired?</i>
Ace Internal Posting		Employee Referral or Transfer		Yes