

**Iroquois County Broadcasting EEO Narrative Statement for WGFA AM/FM**

**August 1, 2005 – August 1, 2006**

It is the policy of WGFA to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age, sex, marital status, disability, military status, citizenship, or any other legally protected status in accordance with applicable local, state, and federal law. WGFA widely disseminates information on each of our vacancies to outlets which will reach a diverse audience of qualified individuals.

For each vacancy at WGFA, a search committee composed of a mix of Station personnel at different levels of authority is convened to review applications and choose applicants to interview. Interviews are performed both in a group setting and individually. Once hired, evaluations focus on excellence in job performance, responsiveness to WGFA's goals and vision, and professional and skill development needs. WGFA also provides career counseling and coaching to station staff.

WGFA is currently administering four initiatives that address the EEO "prong 3" longer-term recruitment requirements:

**Justin Kaiser**

**Director of Operations**

**Iroquois County Broadcasting**

**Iroquois County Broadcasting Co. Inc.  
Equal Employment Opportunity Policy**

Iroquois County Broadcasting Co. Inc. is an equal opportunity employer and, under its current ownership, has followed a consistent practice of outreach to our community and work force regarding broadcast career and job opportunities. As of March 10, 2003, the effective date of the FCC's new EEOC rules, this Station is continuing those EEOC efforts. We are currently working to update and expand our mailing lists of organizations wishing to receive notices of job openings. In addition, we are planning to continue efforts to recruit widely for job openings at the Station by posting information about future opportunities with a variety of media and other organizations, including but not limited to the organizations that have requested to be on our expanded mailing list. Finally, we intend to engage in a variety of long-term recruitment initiatives to better educate the public about careers in broadcasting and better prepare interested students and others to enter or advance in such careers. The Station's next annual report will contain further detail about the progress of those efforts.

It is the policy of Iroquois County Broadcasting Co. Inc., that all applicants for employment be recruited, hired and, thereafter, as employees, trained, assigned, transferred, promoted and compensated solely on the basis of merit and ability to effectively perform work assignments without any regard to gender, race, color, age, religion, sexual orientation, national origin, marital status, handicapped or veteran status.

Every possible effort is made to insure that all employment actions are administered on a nondiscriminatory basis and meet all equal employment opportunity considerations. In addition, respect for the integrity and dignity of each employee in the performance of the job is fundamental at Iroquois County Broadcasting Co. Inc.,. In keeping with this commitment, it is this company's policy to provide a work environment that is free of discrimination and/or harassment of any kind.

Applicants may review elements of the Iroquois County Broadcasting Co. Inc., Affirmative Action Plan during regular working hours by calling Justin Kaiser, Director of Operations, at 815-432-4955 x228. Our EEOC Report is available online at <http://www.wgfaradio.com/eeocreport.html>

**Work With Iroquois County Broadcasting Co. Inc.  
Sales & Programming**

We have unpredictable/random openings in sales and programming throughout the year. We market to 4 counties, none of which have a local TV station and are located 1 1/2 hours South of Chicago's Loop. Candidates must have great digital/radio/people skills. Iroquois County Broadcasting Co. Inc. is a full service, locally owned and managed AM/FM (50,000 watts) combo. We will turn to the very best of the current applications when our next opening arises.

**Be An Intern**

Do you think you have what it takes to work in the fast-paced field of radio? Iroquois County Broadcasting Co. Inc., is now accepting applications for internships.

We currently have internship openings in the areas of:

- advertising sales
- programming
- promotions
- on-air talent

If you are ready to be involved in cutting edge radio technology, please send a copy of your current resume, cover letter, and, if appropriate, demo tape or CD to Justin Kaiser, Operations Manager at the following address:

Iroquois County Broadcasting Co. Inc.  
1973 East 1950 North Road  
Watseka, IL 60970

~OR~

Email: [employment@wgfaradio.com](mailto:employment@wgfaradio.com)

Candidates must possess strong communication skills and a deep desire to learn. Some nights and weekends will be required. Iroquois County Broadcasting Co. Inc. internships are non-remunerated. Iroquois County Broadcasting Co. Inc., is an Equal Opportunity Employer.

**Iroquois County Broadcasting Co. Inc. EEOC  
Employment Profile Data Form**

This station is required by the Federal Communications Commission to collect the following information in order to comply with their regulations and other Federal laws relating to equal employment opportunity. This information would be used only for the report submitted to the FCC or other Federal agencies as required by law. You do not have to provide this information; however, if you do provide this information, we can assure you that it will not be used in processing your employment application or in any employment decisions.

Name:

Specific position for which you are applying:

Date you filed application or submitted resume:

Please check one:  Male  Female

Please check one:  White (not Hispanic)  Black (not Hispanic)  Hispanic  Asian/Pacific Islander  American Indian/Alaska Native

Please identify the specific referral source through which you learned about this position (name of newspaper, magazine, school placement office, employment agency, station employee, on-air station ad, or other source):

City, state and zip code or your home address:

Comments:

# WGFA RADIO

## *APPLICATION FOR EMPLOYMENT*

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, martial or veteran status, or any other legally protected status.

*(PLEASE PRINT)*

Position(s) Applied For	Date of Application
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How Did You Learn About Us?  
 Advertisement     Friend     Inquiry     Employment Agency     Relative     Other \_\_\_\_\_

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Telephone Number(s)			Social Security Number		

Best time to contact you at home is: .....-  
 \_\_\_\_\_AM/PM

Are you 18 years of age or under? .....  
 YES  NO

Have you ever filed an application with us before? If yes, give date  
 ..... YES  NO

Have you ever been employed with us before? If yes, give date .....  
 YES  NO

Do any of your friends or relatives work here? .....  
 YES  NO

If yes, state name and, relationship \_\_\_\_\_

Are you currently employed? .....  
 YES  NO

May we contact your present employer? .....  
 YES  NO

Date available for work \_\_\_\_\_

What is your desired salary range?

Are you available to work?

- Full Time
- Part Time (Please indicate Mornings Afternoon Evenings)
- Temporary (Please indicate dates available \_\_\_\_\_to \_\_\_\_\_)

Are you currently on "lay-off" status and subject to recall? .....  
 YES  NO

Can you travel if a job requires it? .....

YES  NO

Have you signed a non-compete and/or confidentiality agreement with another employer? .....

YES  NO

Have you been convicted of a felony within the last ten years?  YES  NO **Note:** You are not obligated to disclose expunged juvenile records of conviction or arrest (Juvenile records you have had legally removed from your record).

State any physical or mental disabilities that prevent you, with or without accommodation, from performing the essential duties of the job for which you are applying:

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**EDUCATION**

School	Name and Address Of School	Course of Study	No. Of Years Completed	Diploma/ Degree
High School				
College				
Other				

**ADDITIONAL INFORMATION**

*State any additional information you feel may be helpful to us in considering your application, including any job-related training in the U.S. Military.*

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**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities, age, sexual orientation or other protected status.

1. Employer	Dates Employed		Worked Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/ Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving		May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Employer	Dates Employed		Worked Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/ Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving		May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Employer	Dates Employed		Worked Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/ Salary		
Job Title	Starting	Final	

Supervisor		
Reason for Leaving	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No	

REFERENCES ***DO NOT INCLUDE FAMILY MEMBERS OR PAST SUPERVISORS THAT ARE LISTED ABOVE.***

Name	Phone Number	Occupation
1.		
2.		
3.		

**APPLICANT’S STATEMENT and AGREEMENT.**

***READ CAREFULLY BEFORE YOU SIGN.***

**I certify that the information stated above is true and complete. I authorize the employer to investigate my background and all information provided in my application and interviews. I understand that this application will remain active for 30 days. If I wish to be considered for employment after that date, I must re-apply.**

**I understand that if I am hired, my employment relationship will be “at will”, which means I may resign at any time and the employer may discharge me at any time with or without cause. I understand that my “at will” status cannot be changed by any person or any conduct, except for a written statement signed by company’s president.**

I understand that false or misleading information given in my application, resume or interviews may result in my discharge regardless of when the information is discovered. I agree to abide by all of the employer’s rules and regulations, including its drug and alcohol testing policy. I understand the employer may change its policies at any time.

I understand that any employment offer is conditioned on the employer receiving positive results from my references, drug test and medical examination.

\_\_\_\_\_

Signature of Applicant

Date

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**