

DEPARTMENT OF FINANCE
PURCHASING OFFICE
City Hall, 12th Floor
455 N. Main
Wichita, Kansas 67202

Purchasing Office
Phone# (316) 268-4636 Fax # (316) 219-6204

**AFFIRMATIVE ACTION EQUAL
EMPLOYMENT OPPORTUNITY
DECLARATION**

This is to certify that _____ will adhere to a Program of
(Company Name)

Affirmation in Equal Employment Opportunity satisfactory to the Local, State, and Federal Laws and Mandates; and that this Company will adhere to Affirmative Action-Equal Employment Opportunity in all its Employment Procedures including Advertising, Recruiting, Hiring, Training, Promotions and Upgrading.

This company will agree to undergo a periodic on-site review to determine the effectiveness of this Declaration.

Dated this _____ day of _____ 20 _____

Company's Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone () _____ Fax Number _____

Federal I.D. (FEIN #: _____ OR SSN #: _____

Type of Business: (Please circle) Agency... Corporation... Proprietorship... Partnership... Self... Federal Agency... Local Government... Employee... Other (please explain on attachment)

Minority Owned Business: _____ Yes _____ No (If yes, circle the appropriate item:
(A) Asian (NA) Native American (AA) African American (H) Hispanic
(AKA) Alaskan American (PA) Pacific Islander (WO) Woman Owned
None of the foregoing _____

By (Authorized Company Official)

Signature

Print Name

Title

“EMPLOYMENT DATA” WORKFORCE DISTRIBUTION REPORT

REPORT ALL PERMANENT, FULL-TIME, OR PART-TIME TEMPORARY EMPLOYEES.

JOB CATEGORIES	MALE EMPLOYEES					FEMALE EMPLOYEES					(11)		(13)	COLUMNS	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	COLUMNS 2-5 & 7-10	(12)	TOTAL VIETNAM OR DISABLED VETERHAN EMPLOYEES	COLUMNS 1-10	
	WHITE MALE	BLACK	HISP.	AMER. IND./ ALASK. NATIVE	ASAIN AMER./ PACIF. ISLAND	WHITE FEMALE	BLACK	HISP.	AMER. IND./ ALASK. NATIVE	ASAIN AMER./ PACIF. ISLAND	TOTAL MINORITY EMPLOYEES	TOTAL EMPLOYEES /w DISABILITIES		TOTAL EMPLOYEES	
Officials & Managers															
Professionals															
Technicians															
Sales Workers															
Office & Clerical															
Craftworkers															
Operatives															
Laborers															
Service Maintenance Workers															
TOTAL															
Part-time or Temporary															

DATE