



Policy Title: *Employment Applicant Policy*
Policy Number: *AS-050-018*
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Board Approval Date: *June 18, 2019*

There are many administrative and contractual responsibilities placed on Forward Bank as a government contractor. To remain in compliance with our Affirmative Action Plan, every resume and application received at Forward Bank must be documented and all applicants offered an opportunity to identify their race and sex. For these reasons, the following Applicant Policy has been adopted by Forward Bank.

1. Applications and resumes tied to an open and/or listed position will be accepted.
2. Applications and resumes will be accepted electronically via ADP.
3. A link to the listing of open positions will be posted on our website.
4. An applicant may submit a resume along with their application.
 5. Applications will be considered active for 90 days. After that period of time, an applicant will be required to re-apply if a position becomes available.