



Policy Title: *Employment Applicant Policy*
Policy Number: AS-050-018
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There are many administrative and contractual responsibilities placed on Forward Bank as a government contractor. To remain in compliance with our Affirmative Action Plan, resumes and applications for job openings at Forward Bank must be documented and all applicants surveyed for their race, ethnicity, gender, disability, and protected veteran status. For these reasons, the following Employment Applicant Policy is in effect.

1. Applications and resumes tied to an open and/or listed position will be accepted.
2. Applications and resumes will be accepted electronically via the online applicant tracking system.
3. A listing of open positions will be available on our website and can also be provided upon request.
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.