



Policy Title: *Employment Applicant Policy*
Policy Number: *AS-050-018*
Last Update: *June 13, 2017*
Board Approval Date: *June 20, 2017*

There are many administrative and contractual responsibilities placed on Forward Financial Bank as a government contractor. To remain in compliance with our Affirmative Action Plan, every resume and application received at Forward Financial 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 Financial Bank.

1. Applications and resumes tied to an open and/or listed position will be accepted.
2. Prior to July 1, 2017, applications and resumes will be accepted by submitting in person or electronically. Beginning July 1, 2017, applications and resumes will be accepted electronically via ADP.
3. A listing of open positions will be posted on our website.
4. Although An applicant may submit a resume along with their application; however the application form must be completed in its entirety for consideration.
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.