APPLICANT POLICY

(revised 1/1/2012)

There are many administrative and contractual responsibilities placed on First Bank Financial Centre as a government contractor. To remain in compliance with our Affirmative Action Plan, every resume and application received at First Bank Financial Centre must be documented and all applicants surveyed for their race, sex, disability, and veteran status. For these reasons, the following Applicant Policy has been adopted by First Bank Financial Centre.

- Applications and resumes will be accepted **ONLY** when there is an open and/or listed position.
- Only applications submitted online at www.fbfcwi.com/careers will be accepted.
- All applicants must specify the job(s) for which (s)he is applying. Applicants may not indicate "any job" on the application. A listing of open positions may be found at our website, www.fbfcwi.com/careers, or a listing of open positions will be supplied upon request to an applicant.
- After an application has been reviewed for the specific position applied for, First Bank Financial Centre reserves the right to redirect the application for consideration for other appropriate open and/or posted positions for which the applicant may be suitably qualified.
- Incomplete applications will not be considered and will be kept in an inactive file. Although an applicant may submit a resume along with their application, the online application must be completed in its entirety for consideration.
- Applications for an open and/or listed position will be accepted for a period of 14 days. All applications received after the closing date will be retained in an inactive file.
- Applications will be actively considered for 45 days. After that period of time, an applicant will be required to reapply if a position becomes available.
- Unsolicited resumes will not be retained or considered. All unsolicited resumes will be discarded.
- As part of its employment application process, First Bank Financial Centre may obtain a consumer report for employment purposes as part of a background investigation. Inquiry may include, but is not limited to: conviction records, motor vehicle records, credit checks, and references
- If you need assistance applying for a position, please contact Human Resources at 262.569.9900**.**

First Bank Financial Centre is proud to be an Equal Opportunity Employer

Member FDIC