forward FINANCIAL
CREDIT UNION

EMPLOYMENT APPLICATION

Thank you for your interest in joining Forward Financial Credit Union. Please complete all applicable sections. A resume may be attached, but it does not replace a complete application.

Equal Opportunity and Accommodation Notice. Forward Financial Credit Union provides equal employment opportunities based on qualifications and business needs, without discrimination prohibited by applicable federal, Wisconsin, or Michigan law. Reasonable accommodation is available during the application and interview process. Contact the Credit Union if an accommodation is needed. Do not include medical, disability, age, family, or other protected-status information on this application.

POSITION INFORMATION

Position applied for	**Preferred work location(s)** *Niagara, Pembine, Marinette, Iron Mountain, or other*
Employment interest ☐ *Full-time* ☐ *Part-time* ☐ *Temporary/seasonal*	**Date available to start**
How did you learn about this opportunity?	**If referred by an employee, name**
Availability *List days and hours available, and any recurring scheduling limitations. Do not include medical or family details.*	

APPLICANT INFORMATION

Legal name *First Middle Last*	**Preferred name** *Optional*
Street address	**City, state, ZIP**
Mobile phone	**Email address**
Preferred contact method ☐ *Phone* ☐ *Text* ☐ *Email*	**Best time to contact**
Are you legally authorized to work in the United States? ☐ Yes ☐ No	**Will you now or in the future require employer sponsorship for employment authorization?** ☐ Yes ☐ No
Have you previously worked for Forward Financial Credit Union? ☐ Yes ☐ No If yes, dates/position: _____	**Can you perform the essential functions of the position, with or without reasonable accommodation?** ☐ Yes ☐ No

CURRENT SKILLS AND QUALIFICATIONS

Please identify skills relevant to the position. Experience is not required in every area.

☐ Member/customer service	☐ Cash handling and balancing
☐ Sales or needs-based conversations	☐ Microsoft 365 (Outlook, Word, Excel, Teams)
☐ Digital banking or financial software	☐ Data entry and record accuracy
☐ Handling confidential information	☐ Fraud awareness or transaction monitoring
☐ Phone and electronic communication	☐ Bilingual or multilingual communication
Relevant licenses, certifications, training, or software	**Languages used professionally** *Optional; include proficiency level*

EMPLOYMENT HISTORY

List your three most recent employers, starting with the most recent. You may include volunteer, military, internship, or other relevant experience. Do not provide salary history.

EMPLOYER 1	
Employer name	**City and state**
Job title	**Supervisor name/title**
Start date	**End date**
Phone or email	**May we contact this employer now?** ☐ *Yes* ☐ *No* ☐ *After notice*
Primary responsibilities and accomplishments	
Reason for leaving	

EMPLOYER 2	
Employer name	**City and state**
Job title	**Supervisor name/title**
Start date	**End date**
Phone or email	**May we contact this employer now?** ☐ *Yes* ☐ *No* ☐ *After notice*
Primary responsibilities and accomplishments	
Reason for leaving	

EMPLOYER 3	
Employer name	**City and state**
Job title	**Supervisor name/title**
Start date	**End date**
Phone or email	**May we contact this employer now?** ☐ *Yes* ☐ *No* ☐ *After notice*
Primary responsibilities and accomplishments	
Reason for leaving	

EMPLOYMENT GAPS

If there are gaps in the work history above, briefly explain. Do not provide medical, disability, or family details.

Explanation, if applicable

EDUCATION AND JOB-RELATED TRAINING

List education or training relevant to the position. Do not include graduation years unless directly required for a credential.

School or training provider	City and state	Program/field of study	Credential earned or in progress

PROFESSIONAL REFERENCES

List three professional references who are not relatives. Forward Financial Credit Union will contact references only as part of the selection process.

Name	Professional relationship	Organization/title	Phone	Email

APPLICANT STATEMENT

Read carefully before signing.

- I certify that the information provided in this application and any attached materials is true, complete, and accurate to the best of my knowledge. I understand that material misrepresentation or omission may disqualify me from consideration or, if discovered after hire, may result in corrective action up to and including termination.
- I authorize Forward Financial Credit Union to verify job-related information provided in this application and to contact the employers and references I have authorized. I release the Credit Union and information providers from liability for providing or receiving truthful, job-related information, to the extent permitted by law.
- I understand that this application is not a contract or guarantee of employment. If hired, employment will be at will as permitted by applicable law, meaning either the employee or Forward Financial Credit Union may end the employment relationship at any time for any lawful reason, with or without notice.

- I understand that any background check, consumer report, credit report, or other screening that may be appropriate for the position will be handled through a separate disclosure and authorization and in accordance with applicable law. Completion of this application does not authorize a consumer report.
- I understand that, if hired, I must provide documentation establishing identity and authorization to work in the United States within the time required by law.

Applicant signature	**Date signed**
Printed name	**Application completed by** ☐ *Applicant* ☐ *With assistance*

OPTIONAL SUPPLEMENTAL INFORMATION

Use this space to describe why you are interested in working for Forward Financial Credit Union or to share additional job-related qualifications, accomplishments, volunteer experience, or training. Do not identify protected-status information.

Additional information

Privacy reminder: Do not include a Social Security number, date of birth, driver license number, banking information, medical information, or copies of identity documents with this application. Forward Financial Credit Union will request only information needed at the appropriate stage of the hiring process.