



Ixon Bank

## Applicant Policy

In order to be in compliance with our Affirmative Action Plan, every resume and application received at Ixon Bank must be documented and all applicants offered an opportunity to identify their race, sex, disability, and veteran status. For these reasons the following Applicant Policy has been put in place by Ixon Bank.

- Applications and resumes will be accepted only when a position is currently open. A listing of our open positions may be found on our website at [www.ixoniabank.com](http://www.ixoniabank.com), or upon request we may supply a list of open positions to an applicant.
- All applications must specify the position(s) for which the applicant is applying. Applicants may not indicate “any position” on an application.
- Incomplete applications will not be considered. Applicants may supply a resume along with a completed application.
- Applications and/or resumes for an open or listed position will be accepted for 21 days. Any received after the closing date will be retained in an inactive file.
- Application and/or resumes will be actively considered for 60 days. After that period of time, an applicant will be required to re-apply if a position becomes available.
- Unsolicited applications and/or resumes will not be considered and will be discarded.
- If assistance is needed to apply, please contact the Human Resources department at 262-567-7509.

*Ixon Bank is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.*