

Shareholder Resume Assistance

UIC Human Resources is making sure that Shareholder applications are complete to fully qualify for open positions. Incomplete applications may result in not being further considered for employment.

UIC HR is responsible for recruiting qualified shareholders for open positions. From there, the hiring manager decides who gets hired.

In order to refer qualified shareholders your online application must have complete information.

Please do not assume that UIC will have your resume on file

Your online application must include:

- Current address and phone contact numbers. Failure to provide current address and phone numbers may result in being passed over for employment due to faulty contact information. If we cannot contact you for the position, it may go to the next qualified individual.
- Complete work history or resume with years of experience listed. Failure to provide a complete work history may result in being passed over for employment due to inability to determine your qualifications. If you cannot provide your full work history the position may go to the next qualified individual.

For example: for a carpenter, add to your resume each job with dates beginning and ending, and list your responsibilities. List all the years you have experience in a particular field, there may be more than one. Include dates employed, job title held, location employed, job responsibilities. Provide detailed information for the type of work you performed. For example: Carpenter-add specific skills performed-what type of carpentry:

January 1, 2008-January 1, 2009 Carpenter, Barrow, Alaska

Finish work, framing, flooring, sheetrock, hanging doors

Add on your resume the number of years of experience you have in your particular field. There may be more than one.

For example: Carpenter -10 years experience

Equipment Operator-5 years experience

Skilled Laborer-5 years experience

- Shareholder status-if we cannot determine your shareholder status on your application you may not receive the shareholder hire preference. List all shareholder affiliations on your resume and identify as original shareholder, spouse or descendent. Identify **each** corporation you are affiliated with.

This information is critical to our shareholder recruitment. If you need assistance with your resume contact the Human Resources department. If you need to update your address and phone information contact Human Resources as soon as possible. UIC only accepts online applications for open positions.

You must be able to perform the essential functions of the position for which you are applying for with or without reasonable accommodation.

Ukpeagvik Inupiat Corporation considers all applicants for employment without regard to race, color, sex, national origin, religion, age, physical or mental disability, family responsibility, marital status, sexual orientation, political affiliation, veteran's status or any other legal protected status. In furtherance, pursuant to The Alaska Native Claims Settlement Act 43 U.S.C. Sec. 1601 et seq., and federal contractual requirements, UIC and its subsidiaries may legally grant certain preference in employment opportunities to UIC Shareholders and their Descendents, based on the provisions contained within The Alaska Native Claims Settlement Act. EOE/AA/M/F/D/V