



NORTH ISLAND
COLLEGE

Student Employment Services

Phone: (250) 334-5076

Email: studentemployment@nic.bc.ca

Date request submitted:

Workshop Request Form for Faculty

Instructor's Name: _____ Ext. Number: _____

Class: _____ Time: _____

Class Location: _____
Room & Building Campus

Will you be present in class before or during the workshop? _____
We encourage you to attend the workshop with your students.

Number of Students: _____

Length of time you have available for this activity? (Please check)

1 hour __ 1.5 hours __ 2 hours __ Other (Please state) _____

Type of Workshop:

Resume & Cover Letters: _____ Job Search: _____ Interviews: _____

Other (Please describe below):

Date requested for: _____

Do you have any specific materials you would like me to use or any special requests?

To avoid disappointment, please request your workshop 2 weeks in advance.