

The template below should be cut and pasted into an email that is sent to your new instructor. Once the instructor submits the form, it is routed to Human Resources: Payroll. Payroll will send instructions on how to complete the employment forms to the new Instructors. Once all paperwork is submitted to Payroll by the new instructor, the instructor profile will be built into Lumens and the Program Developer will be notified.

Template:

Thank you for expressing interest in teaching for Northeast Iowa Community College (NICC) Business and Community Solutions (BCS). Please click on the link below to submit the initial Request for Employment form. Once submitted, we will begin the employment process.

[BCS Request for Employment Form](#)

All information provided through this link is secure and will be held confidently within NICC. You will continue to receive emails to complete all Federal and State Employment forms soon. Should you have any questions, feel free to call Business and Community Solutions toll-free at 844-642-2338 Ext 1399.