

**LOUGHBOROUGH UNIVERSITY**

**APPLICATION FOR A VOLUNTARY UNIVERSITY SUBWARDENSHIP**

Please write clearly and complete ALL the sections and return the completed copy to the appropriate Hall Warden

<b>Please Specify Hall/s</b>	
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1. **Surname:** .....
2. **Title:** .....
3. **Forenames:** .....
4. **Date of Birth:** .....
5. **Marital Status:** .....  
Please note that accommodation is single occupancy only
6. **No. of Children:** .....
7. **Department:** .....
8. (a) **University Tel. Ext. (if any):** .....  
(b) **E Mail address:** .....
9. **Present Address and telephone number:** .....  
.....  
.....
10. **Address for correspondence (if different):**  
.....  
.....
11. **Are there any Halls for which you would not wish to be considered for this and future applications?** .....
12. **When did your current PhD/appointment with the University commence?** .....
13. **When does your present studentship expire?** .....
14. **If you were to be appointed, when could you assume your duties?**  
.....
15. **Give the name and department of two people within the University who can be contacted to support your application (one should be your supervisor):**  
.....  
.....

**(b)Have you been resident in any hall(s) at Loughborough? If so,**

**16. Have you been resident in any hall(s) at Loughborough? If so, please give details and dates:**

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**17. Education and Qualifications:**

**18. Leisure Interests and Hobbies:**

**19. Previous employment including vacation work, DIS, VSO etc. and any other relevant experience (Please give dates):**

**20. What do you think the Office Holder's job consists of?**

**21. Why do you wish to become the Office Holder? Which of your qualities do you feel make you particularly suitable to be the Office Holder?**

**22. In what ways do you feel you would be able to contribute to the development of Hall life as the Office Holder?**

**23. Which aspects of the Office Holder’s job would you find most difficult?**

**25. Any other information you may wish to give in support of your application?**

**26. Criminal Convictions and Cautions**

If you have any unspent criminal convictions or have any criminal proceedings pending against you, then please give full details as a separate document, clearly stating your full name, the role you are applying for and the Hall. This document should either be sent in an envelope marked “Private and Confidential” to the Director of Student Services or emailed to [m.alonso@lboro.ac.uk](mailto:m.alonso@lboro.ac.uk) detailing ‘criminal conviction information’ in the subject box. This envelope/email will only be opened if your application is shortlisted; if you are unsuccessful at this stage, then this envelope/email will be destroyed unopened.

**NB** – Spent convictions will still have to be declared on this application as the role may involve liaison with adults in a vulnerable position.

The Student Services Office reserves the right to undertake the relevant check as and when required through the Disclosure and Barring Scheme.

**27. Declaration**

To the best of my knowledge and belief, the information contained in this form is accurate. I understand that giving false information, or failure to supply details, will invalidate an offer of a volunteer’s agreement, or lead to termination of the agreement.

Please note that, in submitting this form, you have accepted these terms, and agree to this declaration.

**Signature .....**      **Date .....**

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