## Extension of Appointment

*for Warden, Assistant Warden*

*or Subwarden*

HR Division

02/18



|  |
| --- |
| **Contract Extension:** |
| **Surname** |  | Forename |  |  |
| Title | [ ]  Warden [ ]   Assistant Warden [ ]  Subwarden |
| Name of Hall |   |  |
| Date of extension | From:   | To:   |  |
|  |  |  |
| CID Number  |   |   |   |   |   |   | *Please look on staff/student ID card* |  |
|  |  |  |
| Other Changes | Please specify: |   |  |
|  |   |  |
|  |   |  |
|  |   |  |
|  |  |  |

|  |
| --- |
| Eligibility  |
| Wardens/Assistant Wardens: Subwardens:  | must be a member of staff/full time postgraduate student **usually postgraduate students** |
|  |

|  |
| --- |
| **Authorisation Details:** |
| I confirm that the person named above is eligible to continue as Warden/Assistant Warden/Subwarden |
| Name of person requesting contractual change |   |  |
| *Authorisation:**Wardens – to be authorised by the Director of Student Services**Assistant and Sub Wardens – to be authorised by the relevant Warden**Once authorised, please forward form directly to HR.* |
| **Title / Position** |  |  |
| **Signature** |   | Date |   |  |
|  |  |  |

|  |
| --- |
| For HR Use only |
| Continuous Service Date in role (include in extension letter):  |