Please complete this form in black ink or typescript and return to:

HR Department, WANO London Office, Level 35, 25 Canada Square, London, E14 5LQ.

(Telephone 020 7478 9200)

or email [jobs@wano.org](mailto:jobs@wano.org)

(Please save this application form using your own name as the file-name, e.g. John Smith.doc, if you are submitting it by email)

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| Post Applied For: |

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| **Personal Details** (Please complete this section in BLOCK CAPITALS). | | | |
| Surname: | | Forename(s): | |
| Address (including postcode): | | | |
| Telephone number (Day): | | (Evening): | |
| If it would help us to contact you, please provide the following:-  Mobile telephone number: | | Email address: | |
| **Education** (Please give details of education, starting with the most recent first). | | | |
| Place and dates of study | Level/Subject/Grades | | Date Obtained |
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| **Professional Qualifications** (Please give details of membership of professional organisations, where relevant). | | | |
| Dates | Course/Level/Membership | | Date Obtained |
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| **Training** (Please give details, including dates of training courses relevant to your application). | | | |
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| **WANO Experience** (Please give details, including dates of any previous WANO experience/interactions you have had). | | | |
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(Please continue on an A4 separate sheet if necessary, ensuring that you put your full name on any additional sheets).

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| --- | --- | --- | --- |
| **Employment** | | | |
| Name and address of present or most recent employer | Dates  (From and To) | Job title and brief details of the nature of the work | Reasons for leaving/wishing to leave/go on secondment |
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| --- | --- | --- | --- |
| **Previous Experience** (Please list your experience in reverse order, starting with the most recent example. Where relevant to the job, the experience listed may include voluntary work or caring for others as well as paid employment). | | | |
| Name and address of employer  (where relevant) | Dates  (From and To) | Job title (where relevant) and brief details of the nature of the work | Reasons for leaving |
|  |  |  |  |

(Please continue on an A4 separate sheet if necessary, ensuring that you put your full name on any additional sheets).

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| **Additional Information in Support of Candidate’s Application**  (Please use the space below to outline how the skills you have acquired through paid or unpaid work, education and special interests relate to the requirements of the post in the job profile). |
|  |

(Please continue on a A4 separate sheet if necessary, ensuring that you put your full name on any additional sheets).

|  |  |
| --- | --- |
| **References** (Please give details of two referees. A referee should be someone you know in a professional capacity and one must be your present or most recent employer). | |
| Present employer (Last employer if not currently employed) | |
| Name: | Relationship: |
| Contact address: | |
| Email address: | Telephone number: |
| May we approach this referee before interview? Please indicate YES / NO | |
| Name: | Relationship: |
| Contact address: | |
| Email address: | Telephone number: |
| May we approach this referee before interview? Please indicate YES / NO | |

|  |  |
| --- | --- |
| **Additional Information** | |
| List any dates you are unavailable for interview. | |
| Please give details of your availability/notice requirement (if offered the position). | |
| **Declaration** | |
| I understand that the data I have given will be used for the purposes of this recruitment exercise and hereby give my permission for my details to be retained for that purpose. I declare that the information I have given is, to the best of my knowledge or belief, true and complete and understand that my application may be rejected or that I may be dismissed without notice for withholding relevant details or giving false information.  If you are submitting this form by email, please check this box to indicate that you have read and accept the above declaration  OR sign below if you are submitting this form by post. | |
| Signature: | Date: |

**Please ensure that you complete and return an Equal Opportunities Form**

WANO Privacy Notice

This document is to be used where the World Association of Nuclear Operators (hereinafter referred to as "WANO", "we", "us", "our") processes personal data relating its own and its Member employees, Members, workers, contractors, board members and other third parties that work with WANO.

WANO is committed to protecting the privacy and security of your personal information. This Notice is intended to provide you (the Data Subject) with information on how your personal data will be collected and processed by WANO, who shall be the Data Controller of the personal data for the purposes set out in this Notice.

If you have any questions regarding this Privacy Notice please contact the WANO Company Secretary - [wanocompanysecretary@wano.org](mailto:wanocompanysecretary@wano.org).

## How is your personal data collected?

We will collect your personal data though an application process, either directly from you or from your employer, and by use of a consent form. We may also collect additional information from third parties, including former employers, credit reference agencies or other background check agencies.

We will collect additional personal information in the course of your activities undertaken on behalf of WANO.

## How will we use you personal data

Your personal data will be processed for purposes relating to your application and any resulting engagement with WANO at one of the WANO Regional Centres, London and Shanghai offices, or WANO Member Organisations ('Purpose').

## The types of information we hold about you

**Personal Data**

Where appropriate for Purpose, we will collect and process your: name, gender, date of birth, home address, business address, telephone/facsimile number of home and affiliated entities, emergency contact, e-mail address, work history, resume, photo ID (passport, driver’s license, resident card, etc.), bank account, job title, employer name, place of current assignment (if actual employer is different from where you have been assigned), birth place, country/area, country of citizenship, size of clothing and shoes, dietary restrictions, CCTV footage and information obtained through electronic means (such as swipe cards records).

**Sensitive Data**

If and when you enter a radiation controlled area, we may also collect and process information relating to your individual exposure dose. We may also collect any sickness information provided by you during the course of your engagement on behalf of WANO.

**Personal Data relating to Children**

Where your children will be travelling or re-locating with you for the purposes of your engagement by WANO, we will also require personal data relating to your children. This may include their name, gender, date of birth, home address, emergency contact information, photo ID, place of birth and country of citizenship.

## How we collect your personal data

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

* + - * Where we need to perform the contract we have entered into with you.
* Where we need to comply with a legal obligation (such as complying with our obligations under employment law, company law, and health and safety regulations). As a Company Limited by Guarantee we are required by the Companies Act 2006 (the Act) to keep a Register of Members. The Act requires us to record the name and address of the Members, the date that membership began and the date it ceased. To comply with the Act, your data will remain in the register of Members for 10 years after you have ceased to be a Member at which point you can apply to be removed from the Register.

The legal basis for holding this data is under Legal Obligation which removes your rights to:

1. Erasure
2. Portability
3. Object to a) and b) above

* Where it is necessary for our legitimate interests in a way which might reasonably be expected as part of running the Company or those of a third party (your interests and fundamental rights do not override those interests). These legitimate interests are to enable WANO and/or its Member Organisations to fulfil its obligations to each other with regard to carrying out:
* Peer Reviews, Member Support Missions, Training and Development, Working Groups or any other WANO activities that supports safe operation of our Member plants.
* Secondee and permanent placements.

We may also use your personal information in the following situations, which are likely to be rare:

* Where we need to protect your interests (or someone else's interests), such as in a medical emergency.
* Where it is needed in the public interest or for official purposes.
* Where you have given your consent to use your data for a specified purpose. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data.

## How we will use your data

The situations in which we will process your personal data are set out in the table below. We have indicated the basis for which we are processing or will process your personal information, as well as indicating which categories of data are involved and the duration for which it will be held.

|  |  |  |  |
| --- | --- | --- | --- |
| Purpose | Category of Data | Lawful Basis | Duration |
| To verify your identity | Personal data | Our legitimate interests in verifying who you are prior to your engagement with WANO & contractual necessity | * For the life of the secondment, employment or contractual agreement. * The duration of a mission. * Any additional period necessary in accordance with record retention obligations under applicable laws. |
| To assess your eligibility for each engagement | Personal data | Our legitimate interests in ensuring that you are suitable for the engagement & contractual necessity | * For the life of the secondment, employment or contractual agreement. * The duration of a mission. * Any additional period necessary in accordance with record retention obligations under applicable laws. |
| For arrangement of travel | Personal data | Contractual necessity | * The length of the trip. |
| To support your visa application | Personal data | Contractual necessity | * The length of the trip. * Any additional period necessary in accordance with record retention obligations under applicable laws. |
| For payment of salaries, expense adjustments and daily allowances | Personal data | Contractual necessity | * For the life of the secondment, employment, or contractual agreement. * Any additional period necessary in accordance with record retention obligations under applicable laws. |
| To manage the entry and exit of WANO Members’ nuclear power station(s) or corporate office | Personal and sensitive data | Contractual necessity | * The duration of the mission. * Any additional period necessary in accordance with record retention obligations under applicable laws. |
| To meet our health and safety obligations, including radiation exposure restrictions | Personal and sensitive data | Complying with a legal obligation | * For the life of the secondment, employment, or contractual agreement. * Any additional period necessary in accordance with record retention obligations under applicable laws. |
| To record activities implemented by WANO | Personal data | Our legitimate interests in monitoring and analysing WANO activities | * Permanent historical record. |
| To request participation in future WANO activities, missions, or meetings | Personal data | Our legitimate interests of engaging experienced personnel for other WANO engagements & contractual | * Four years. |
| To comply with Company Law (Board of Directors) | Personal data | To comply with a legal obligation. | * Seven years |
| To comply with Company Law (Member Register) | Personal data | To comply with a legal obligation. | * 10 years after you have ceased to be a Member |
| To include you in company benefit schemes | Personal data | Contractual necessity | * For the life of the secondment, employment, or contractual agreement. * Any additional period necessary in accordance with record retention obligations under applicable laws. |
| Any other activities necessary to fulfil your secondment, employment or contractual agreement with WANO | Personal data | Contractual necessity | * For the life of the secondment, employment, or contractual agreement. * Any additional period necessary in accordance with record retention obligations under applicable laws. |

## Duration of Processing

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are set out in the table above, and are available in our Data Storage, Usage and Retention schedule which is available from the Data Protection Officer (DPO).

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information in accordance with our data retention policy OR applicable laws and regulations.

## Recipients of the personal data and International Transfers

Where necessary for the purposes set out in this notice, your data may be shared with WANO's Regional Centres (WANO Atlanta Centre, WANO Paris Centre, WANO Tokyo Centre and WANO Moscow Centre), and WANO London and Shanghai Offices, and relevant WANO Member Organisations (including your employer).

To the extent that the WANO Regional Centre(s) or WANO Member Organisation(s) are not located within the EEA, and to the extent your personal data is subject to the terms of the UK General Data Protection Regulations, the processing of your personal data will be subject to Standard Model Clauses as agreed between the WANO Regional Centres and WANO Members. You may obtain a copy of the applicable clauses by contacting the DPO.

We will also share your personal data with third party suppliers as necessary to support the activities set out in *how we use your personal data* section above. Information on these third parties shall be made available on request from the DPO.

## Your rights

**Your duty to inform us of changes**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

**Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

* + **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
  + **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
  + **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
  + **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
  + **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
  + **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the DPO in writing.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the DPO. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations.

Right to lodge a complaint

You have the right to complain about the processing of your personal data to a Supervisory Authority, the Information Commissioner’s Office which has enforcement powers and can investigate compliance with data protection law - [www.ico.org.uk](http://www.ico.org.uk).

## Changes to this Notice

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

## Contact Information

If you have any questions regarding this notice, or if you wish to exercise any of your rights regarding the processing of your personal data, please contact:

WANO Company Secretary - [wanocompanysecretary@wano.org](mailto:wanocompanysecretary@wano.org)