

Recruitment Frequently Asked Questions (FAQs)

Below are a number of Frequently Asked Questions (FAQs) that may assist you. If you cannot find the answer in our FAQs, please contact us on the details below and we will be happy to help.

Email: jobs@edenfutures.org

Telephone: 03300 240093

Address: HR Recruitment Team
Eden Futures
Friary Road
Newark
Nottinghamshire, NG24 1LE

If I am interested in a position, how do I apply?

To view our current vacancies and apply for a specific position, click [here](#). You will be able to filter our jobs based on your location and job title.

If you cannot see your preferred location or position advertised on our website and you would like to register your interest for future positions, please send a copy of your CV to jobs@edenfutures.org.

Can I apply for more than one vacancy?

Yes, you may apply for multiple posts. However, you must meet the criteria of each of the posts as detailed in the job specifications.

I require reasonable adjustments to be made to the application form and/or interview, what should I do?

Eden Futures are a disability confident employer, so if you have a disability and require any reasonable adjustments or have particular access needs please contact the team by either email to jobs@edenfutures.org or by phone 03300 240093.

What qualifications are needed?

This is dependent upon the position you apply for and the criteria on the job specification. Your existing qualification level will be assessed in addition to your experience.

Do I need a car and a driving licence?

This is dependent upon the position you have applied for and will be outlined in the Job Description or advert.

How will I know if my application has been received?

You will receive acknowledgment of receipt of your application either by email, text or phone call.

How long will it be until I receive feedback from my application?

You will be notified of the outcome of your application either way. Please note that this can sometimes take between 2-3 weeks depending on the closing date of the position you have applied for.

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I have a criminal conviction, am I still able to apply?

All employment offers are subject to a standard or enhanced Disclosure and Barring Service (DBS) check, dependent on the position applied for. We will consider any criminal convictions carefully and the nature of the conviction will be assessed on an individual basis. Having a criminal conviction will not necessarily stop you from working for us and our consideration and duty of care is always to protect our vulnerable service users.

How long does the recruitment process take?

You will be notified of the outcome of your interview within a week. If successful we will send for your DBS check and references straight away. It normally takes between 3-6 weeks for all of your documents to come back and you will not be able to start with us until we have received these. We will notify you as soon as we have all of these documents so that your start date and induction can be confirmed.

How should I dress for an interview?

Smart dress code is recommended.

Do you provide training?

Yes, all staff receive a comprehensive induction programme delivered over 6 weeks. You will undertake training that is relevant to your role as well as an overall company induction.

Is my personal information secure once I have applied?

Eden Futures takes the security of your personal information very seriously. We have taken a number of measures to ensure that the information you provide in support of gaining your next job is carefully managed and securely processed in line with Data Protection legislation. This is constantly monitored and reviewed to ensure that potential risks are minimised. Should you apply for a position and be unsuccessful, we will keep your information on file for 6 months before this is destroyed.

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