

CAREER TRIAL INFOKIT FOR COMPANY

Assess a jobseeker’s fit via a short-term work trial for jobs paying \$1,500 or more

A. SUBMIT FORM A2 AND B2 TO APPLY TO BE HOST EMPLOYER

Employers can approach either Workforce Singapore (WSG) or the Employment and Employability Institute (NTUC’s e2i) to apply to be a host employer.

Employers need to submit the Application Form A2 and Career Trial Activities Form B2, supporting job hiring documents and submit them through Workforce Singapore’s feedback portal or email to NTUC’s e2i by following the steps in Table 1 below. Once the application is verified, an acknowledgement email will be sent to successful applicants. Employers can download the Form A2 and B2 at www.e2i.com.sg/businesses/career-trial.

Table 1: Steps to Submit Application to be Host Employer under Career Trial

WSG Feedback Portal	NTUC’s e2i
Submit to https://portal.ssg-wsg.gov.sg <ol style="list-style-type: none"> i. Company to login using CorpPass ii. Click on “My Feedback” iii. Click on “Submit New Feedback” iv. Select “Others” for Type v. Select “Career Trial” for Category vi. Type “Employer’s Application” for Subject Title vii. Attach Form A2 and Form B2 and provide the reference ID from Jobs Bank Job Posting^ 	Email to followup@e2i.com.sg <ol style="list-style-type: none"> i. Type “Career Trial Registration” in subject title ii. Attach Form A2 and Form B2 and provide the reference ID from Jobs Bank Job Posting^
^ Employers are <u>required</u> to post the Career Trial position(s) in Jobs Bank via the “Post Jobs” link on MySkillsFuture.sg portal, as an indication of the hiring job(s) for the applied Career Trial position(s). The jobs posting reference ID will need to be submitted in the application. Incomplete submission of documents may result in application being rejected. For details on posting of jobs on MySkillsFuture.sg, visit: https://www.myskillsfuture.sg/content/portal/en/header/faqs/post-jobs.html	

B. SUBMIT FORM A1 BEFORE COMMENCING THE CAREER TRIAL

Once approved as host employers, employers can proceed to recruit eligible jobseekers to undergo the Career Trial (refer to Attachment 1). Employers have to ensure the eligible jobseeker:

- Meets the eligibility criteria;
- Complete the Jobseeker’s Details Form A1;
- Copy of Jobseeker’s CPF contribution statement (past 6 months); and

- Submit to Workforce Singapore or NTUC’s e2i for an acknowledgement **before** commencing the Career Trial. Employers can download the Jobseeker’s Detail Form A1 from www.e2i.com.sg/businesses/career-trial.

Table 2: Steps to Submit Form A1

WSG Feedback Portal	NTUC’s e2i
Submit to https://portal.ssg-wsg.gov.sg	Email to followup@e2i.com.sg
<ul style="list-style-type: none"> i. Company to login using CorpPass ii. Click on “My Feedback” iii. Click on “Submit New Feedback” iv. Select “Others” for Type v. Select “Career Trial” for Category vi. Type “Jobseeker’s Detail Form A1” for Subject Title vii. Attach Form A1 and CPF contribution statement 	<ul style="list-style-type: none"> i. Type “Jobseeker’s Detail Form A1” in subject title ii. Attach Form A1 and CPF contribution statement

C. ENDORSE FORM B1 AFTER COMPLETION OF THE CAREER TRIAL

After the completion of the Career Trial, employers have to endorse the Career Trial Training Allowance Claim Form B1, provide Form A1 and a copy of WSG/NTUC’s e2i acknowledgement email on Form A1 to the jobseeker to claim for training allowance¹. Form B1 can be downloaded from www.e2i.com.sg/individuals/career-trial.

D. SUBMIT FORM C2 TO CLAIM FOR SALARY SUPPORT

Employers can receive 30% of salary support for up to 6 months and capped at \$900 per month or \$5,400 per new hire if the following is met;

- Employer hires a Singapore Citizen (SC) who has been unemployed² and actively looking for jobs for 6 months or more;
- Jobseeker has completed Career Trial; and
- Jobseeker has been retained in the job for at least 3 months.

Employers need not have to be the company that has hosted the Career Trial. Eligible employers can receive the first tranche of salary support at the 3rd month retention mark and the second tranche of salary support at the 6th month retention mark.

Employers should not have applied for or received other salary support or equivalent (e.g. absentee payroll) for the same new hire under Career Trial or any other WSG/ SSG or NTUC’s e2i programmes for the period claimed under Career Trial.

¹ Jobseekers will receive baseline Training Allowance of \$7.50/hr during Career Trial period. WSG/NTUC’s e2i will top-up the Training Allowance of up to \$11.25/hr or \$15/hr if the jobseeker is placed with a monthly salary of \$2,000 or more after completion of Career Trial at the respective Training Allowance tiers.

² Not under any form of employment (includes part-time/casual/temporary jobs) with CPF contribution.

If the new hire is an individual barred from receiving grants from WSG/SkillsFuture Singapore (“SSG”)/ NTUC’s e2i, employers will not be eligible for the salary support.

Employers who do not have an existing account in SkillsConnect will be required to submit the scanned copy of Direct Credit Authorisation (DCA) Form C2 through WSG’s Feedback Portal **and** mail the **original** copy of DCA Form C2 to WSG. Salary support will be processed upon receipt of an original copy of DCA Form C2.

Table 3: Steps to Submit DCA Form C2 to claim for Salary Support

Submit the scanned DCA form via WSG Feedback Portal	
Submit <u>scanned copy</u> of DCA Form C2 to https://portal.ssg-wsg.gov.sg	
<ul style="list-style-type: none"> i. Company to login using CorpPass ii. Click on “My Feedback” iii. Click on “Submit New Feedback” iv. Select “Others” for Type v. Select “Career Trial” for Category vi. Type “Salary Support” for Subject Title vii. Attach the scanned copy of Form C2 viii. Attach copy of Employee’s employment contract and payslips/CPF Form 90 	
Mail Original DCA form to WSG	
Mail the <u>original copy</u> of DCA Form C2 to Attention to: Corporate Services Division, Workforce Singapore Salary Support Claim for Career Trial 1 Marina Boulevard, #18-01, One Marina Boulevard, Singapore 018989	

E. CONTACT INFORMATION

More information can also be found at www.wsg.gov.sg/careertrial_employers and www.e2i.com.sg/businesses/career-trial. Alternatively, you can contact:

	Workforce Singapore	NTUC’s e2i
Tel:	6883 5885	6474 0606
Email:	https://portal.ssg-wsg.gov.sg	followup@e2i.com.sg

FORM A2

APPLICATION FORM TO BE HOST EMPLOYER FOR CAREER TRIAL

COMPANY INFORMATION*		*Compulsory fields	
Applied with:	<input type="checkbox"/> Workforce Singapore (WSG) <input type="checkbox"/> Employment and Employability Institute Pte Ltd (NTUC's e2i)		
Registered Name of Business Entity*:		Registered Address of Business Entity*:	
Registered Business Activity*:	SSIC code*:	UEN Number*:	Small Medium Enterprise* (SME)³: <input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Person Name & Designation*		Contact Number*	Email Address*
DECLARATION*			
<p>1. You shall be deemed to have successfully registered for the Career Trial only if you have received a written acknowledgement from WSG or NTUC's e2i informing you of your successful registration.</p> <p>2. You are aware that the Career Trial is to allow employers to assess a potential jobseeker's suitability for vacancies available. The Career Trial cannot be offered to jobseekers who have been offered an employment contract, or who are on probation, internship or any other similar employment⁴ arrangement. In order to claim for salary support for hired jobseeker. Jobseeker must also not have any form of employment⁴ during Career Trial.</p> <p>3. You undertake to perform the following obligations as a registered host organisation under the Career Trial ("Host Employer"):</p> <ol style="list-style-type: none"> source and screen for eligible individuals (each a "Jobseeker") who are either unemployed Singapore Citizens or Singapore Permanent Residents at the time of entering into the Career Trial; execute the Career Trial Activities (Form B2) for each Jobseeker who undertakes the Career Trial; provide insurance coverage if the job position is excluded under the Exclusion List of Occupation under Career Trial; submit a copy of the Jobseeker's Details Form A1 to WSG/NTUC's e2i for acknowledgement of your intention to start a short term trial with a suitable jobseeker before commencement of Career Trial; in the event that a Jobseeker suffers an accident or serious injury during the Career Trial, render immediate assistance to the Jobseeker and promptly notify WSG or NTUC's e2i; inform the Jobseeker as to whether he/she is offered employment by your organisation within five working days after completion of the Career Trial. The employment must be a full-time/permanent position or a minimum of 1 year employment contract and pay a monthly salary of at least \$1,500 or based on the expected salary as indicated in the Career Trial Activities Form B2. Failure to comply with requirements may result in Host Employer's suspension from the programme. <p>4. You further acknowledge that WSG and NTUC's e2i shall not be liable or accountable to the Host Employer for any loss, damage or expense suffered by the Host Employer arising from the Career Trial, and WSG and NTUC's e2i shall not be held responsible or accountable in any way for the conduct of the Jobseeker.</p> <p>5. You agree that WSG or NTUC's e2i is entitled from time to time, through its Audit Agents, to conduct ad-hoc on-site audits. The Host Employer ("Grantee") shall ensure that WSG/NTUC's e2i's Audit Agents are given full access to all accounts, records, documents, assets and premises in connection with the grant, and shall provide reasonable cooperation and assistance. Parties shall bear their own respective costs, unless audit identifies a material breach, in which the Grantee shall reimburse WSG or NTUC's e2i.</p> <p>6. You have not suppressed any material information, and all information provided or to be provided by you is or will be true to the best of your knowledge. Any false information provided may constitute an offence under the Penal Code (Chapter 224).</p> <p>7. You undertake not to give to any Jobseeker any monies, loans, rebates, discounts, refunds, liquidated damages or any other unauthorised payment, whether in cash or in kind, without obtaining the approval of WSG or NTUC's e2i.</p> <p>8. You agree not to apply or received other salary support or equivalent (e.g. absentee payroll) for the same new hire under Career Trial or other WSG/SSG or NTUC's e2i programmes for the period claimed under Career Trial.</p> <p>9. If you fail to comply with any part of this declaration, you acknowledge that WSG or NTUC's e2i is entitled to recover from you all funds disbursed under Career Trial as WSG or NTUC's e2i may (in its absolute discretion) deem fit.</p>			
_____		_____	
Name & Designation (HR manager or equivalent)		Company Stamp	
_____		_____	
Signature		Date (DDMMYY)	

³ Defined as an enterprise with annual sales turnover of not more than \$100 million **or** employing no more than 200 employees.

⁴ Not under any form of employment (includes part-time/casual/temporary jobs) with CPF contribution.

CAREER TRIAL ACTIVITIES FORM

Companies must complete separate Career Trial Activities Form for each job. It must be a minimum 16 hours, up to a maximum of 480 hours. Companies may repeat the bloc of career trial activities within the 480 hours if more time is required to assess the jobseeker’s fit, subject to approval by WSG/NTUC’s e2i.

Company Name	
Type of Industry/sector (based on SSIC code)	
Career Trial Position** (Job Title)	
Jobs Bank ID (JOB-2018-XXXXXXX)	
No. of Career Trial Vacancies (Applied)	
Total Career Trial Hours (Applied)	
Expected Salary^^ (if offered employment on permanent terms or minimum 1 year employment contract; salary must be \$1,500 or more)	\$

Curriculum	Details	
Outline of Career Trial Objectives		
Career Trial Activities*	Day	Details of Activities / Tasks
	Day 1	
	Day 2	
	Day 3	
	Day 4	
	Day 5	
	Day 6	
	Day 7	
	Day 8	
	Day 9	
	Day 10	

*This is only a template and companies can customise to meet their needs. However, the job objective(s) and activities/tasks for each day must be clearly articulated.

**Career Trial position and expected salary should be aligned with Jobs Bank positing.

FORM C2

DIRECT CREDIT AUTHORISATION FORM

(Only ORIGINAL AND COMPLETED form with Bank's endorsement will be accepted.)

No correction tape/fluid should be used on this form. Any cancellations made must be endorsed by the authorised signatories signing this form.

Please mail the form to: Workforce Singapore, 1 Marina Boulevard #16-01, One Marina Boulevard, S(018989)

Part I: To be completed by the Company

Please TICK one of the relevant boxes: [For enquiries pertaining to Training Grant , please refer to www.skillsconnect.gov.sg or contact us via WSG Feedback Portal (www.portal.ssg-wsg.gov.sg); Hotline: 6883 5885]	
I. <input type="checkbox"/> New Vendor <input type="checkbox"/> Update existing Vendor record	II. <input type="checkbox"/> First Tranche of Career Trial Salary Support <input type="checkbox"/> Second Tranche of Career Trial Salary Support

Name(s) of Bank Account Holder(s):

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Bank No.	Branch No.	Bank Account No. to be Credited

Bank and Branch Name

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ACRA / UEN No. (for companies)	NRIC No. (for individuals)
Address	Others (e.g. FIN, Society No.)
GST Registered	Yes / No
	Tel. Number
	Fax. Number
	Email
	<Remittance Advice will be sent to this given email address>

- (a) I/We hereby authorise Workforce Singapore to credit payments due to me/us to the above account. Amounts so credited would constitute valid discharge of obligations due to me/us.
- (b) This authorisation shall continue to be in force until I/we expressly revoked it by notice in writing delivered to you 30 days in advance before the change. Workforce Singapore may in your absolute discretion terminate this arrangement by written notice delivered to my/our address last known to you.
- (c) In the event of a change in bank account number, I/we shall inform you in writing 30 days in advance before the change.
- (d) I/We hereby request and authorise Workforce Singapore to obtain confirmation or verification of information relating to me/us and/or to my/our account(s) from/with the bank where the Account is maintained as stated in the form.
- (e) In consideration of the Workforce Singapore acceding to my/our said request and in consideration of the Bank confirming or verifying such information pursuant to the said request, I/we irrevocably consent to and authorise the Bank, including any officer thereof, to disclose any information whatsoever relating to me/us and to the Account as is necessary for the sole purpose of account validation and agree that such authorisation shall survive any termination of the Account. I/We agree that this consent shall survive the termination of any of the Account with the Bank and may be relied on and enforced as fully and effectively by the Bank as if it is addressed to the Bank.

To: (Name of Applicant's Bank)

I/We hereby authorise the Bank, including any officer thereof, to disclose all information related to me/us as requested in this document.

 Authorised Signature(s) & Stamp as in Bank's Record

 Date

Part II: For bank's endorsement

To: WORKFORCE SINGAPORE

We hereby certify that the signature(s) and other particulars as stated in Part I agree with that contained in our records.

 Name & Signature of Authorised Bank Officer

 Bank's Official Stamp

 Date

Part III: For Official Use Only

Your GIRO form has been rejected due to:

- No or invalid verification by Bank, kindly submit to your Bank for verification.
- No Alterations/cancellations are allowed on the form, kindly complete a new form.
- Other Reason: _____
 (Note: Workforce Singapore reserves the right to reject any GIRO form that is deemed to be unacceptable).

SCREENING OF JOBSEEKER'S ELIGIBILITY CRITERIA

Once approved as host organisation, it is the responsibility of the host employers to screen interested jobseekers for their eligibility before allowing them to undergo the Career Trial. If the new hire is an individual barred from receiving grants from WSG/SkillsFuture Singapore ("SSG")/ NTUC's e2i, employers will not be eligible for the salary support. Please refer to the flowchart below.

