

CAREER TRIAL INFOKIT FOR JOBSEEKERS

Gain experience and confidence through a short-term career trial for jobs paying \$1,500 or more

A. APPLY FOR CAREER TRIAL

Singapore Citizens who are unemployed and actively looking for jobs that offer Career Trial can contact Workforce Singapore (WSG) Careers Connect/NTUC's e2i Career Service Centre for assistance.

	Workforce Singapore (WSG)	Employment and Employability Institute (NTUC's e2i)
Tel	6883 5885	6474 0606
Email	https://portal.ssg-wsg.gov.sg	followup@e2i.com.sg

For more information on the Career Trial, you can visit www.wsg.gov.sg/careertrial_jobseekers and www.e2i.com.sg/individuals/career-trial.

Alternatively, jobseekers can view the approved list of Career Trial host employers to find out about job vacancies under the 'List of Jobs': www.wsg.gov.sg/careertrial_jobseekers, and sign up directly with the employers.

Jobseekers must be a registered client of WSG/NTUC's e2i or participated in any WSG/NTUC's e2i career events, workshops for the past 6 months before commencement of Career Trial. If not, please register at WSG's Careers Connect/ NTUC's e2i Career Service Centre with jobseeker detail Form A1.

B. SUBMIT FORMS A1, B1, AND C1 TO CLAIM FOR TRAINING ALLOWANCE¹ SUBMIT FORM D1 TO CLAIM FOR RETENTION INCENTIVE

After completion of the Career Trial, jobseekers must submit the documents listed in Table 2, to claim for training allowance. Jobseekers who are on Career Trial that is 30 days or longer can submit multiple claims for training allowance on a monthly basis.

Submit all claims to any of the following channels:

- Via WSG's Feedback Portal; or
- Email NTUC's e2i; or
- Walk-in submission at Workforce Singapore's Careers Connect / NTUC's e2i Career Service Centre.

Only upon verification of submitted documents, WSG/ NTUC's e2i will disburse the training allowance and retention incentive directly to jobseekers' bank account.

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.

Table 1: Steps to Submit Claims for Training Allowance and Retention Incentive

WSG Feedback Portal	NTUC's e2i
Submit to https://portal.ssg-wsg.gov.sg <ol style="list-style-type: none"> i. Jobseeker to login using SingPass ii. Click on "Submit New Feedback" iii. Select "Others" for Type iv. Select "Career Trial" for Category v. Type "Jobseeker's Claim" for Subject Title vi. Attach the requisite documents. Refer to Table 2 and 3 	Email to followup@e2i.com.sg . <ol style="list-style-type: none"> i. Type "Career Trial Claims" in subject title ii. Attach the requisite documents. Refer to Table 2 and 3.

You will qualify for Training Allowance if you:

- (i) completed Career Trial;
- (ii) were unemployed² during the Career Trial

TABLE 2: DOCUMENTS REQUIRED TO CLAIM FOR TRAINING ALLOWANCE	
[]	Copy of NRIC (front and back)
[]	Copy of the completed Jobseeker's Details Form [FORM A1] and Career Trial Training Allowance (TA) Claim Form [FORM B1] <i>*Form A1 must be submitted by host employer and acknowledged by WSG/NTUC's e2i before commencement of Career Trial.</i>
[]	Copy of WSG/NTUC's e2i acknowledgement email on FORM A1 <i>*Only required for your first TA claim submission. <u>Not required</u> for subsequent TA claim submission.</i>
[]	Copy of the completed Bank Credit Authorisation (BCA) form [FORM C1] <i>* <u>Not required</u> for subsequent TA claim submission if there is <u>no change</u> to your submitted account.</i>
[]	Copy of first page of jobseeker's Bank Book/Bank Statement <i>*Jobseekers who have an <u>active</u> existing account with WSG <u>need not</u> provide. <u>Not required</u> for subsequent TA claim submission if there is <u>no change</u> to your submitted account.</i>
[]	Copy of the jobseeker's employment contract for the final TA claim <i>*For jobseekers who were offered employment by host employer after completion of Career Trial at the final TA claim.</i>

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

You will qualify for Retention Incentive if you:

- (iii) completed Career Trial;
- (iv) offered permanent employment or minimum one (1) year employment contract after the Career Trial; and
- (v) stayed in the job for at least three consecutive months

To claim for Retention Incentive, you have to submit the documents listed in Table 3 via the same channels as described in Table 1 above or walk-in submission at Workforce Singapore’s Careers Connect / NTUC’s e2i Career Service Centre.

TABLE 3: DOCUMENTS REQUIRED TO CLAIM FOR RETENTION INCENTIVE	
[]	Copy of the completed Claim Form for Retention Incentive [FORM D1]
[]	Copy of salary slips for at least three or six consecutive months from the date of the employment
[]	CPF contribution statement for past three or six consecutive months as per the period of the submitted salary slips
[]	Copy of signed official employment letter/contract

Jobseekers are only entitled to the Training Allowance and Retention Incentive under one Career Trial.

FORM A1

JOBSEEKER'S DETAILS FORM FOR CAREER TRIAL

**All fields to be completed and submitted to WSG / NTUC's e2i for acknowledgement before commencing Career Trial.*

PERSONAL PARTICULARS*				
Name (as per NRIC):		NRIC:	Citizenship: <input type="checkbox"/> SC <input type="checkbox"/> SPR	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:	Age:	Race:
Email:			Mobile:	
Highest Academic Qualification:	<input type="checkbox"/> No Formal Education <input type="checkbox"/> Primary education <input type="checkbox"/> PSLE <input type="checkbox"/> Secondary education <input type="checkbox"/> 'N' levels <input type="checkbox"/> 'O' levels <input type="checkbox"/> 'A' Levels <input type="checkbox"/> NTC2 / NTC3 / NITEC <input type="checkbox"/> ITC / Higher NITEC <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Masters / Post Grad <input type="checkbox"/> Others (e.g. WSQ)_____			
Host Employer Name:	Career Trial Job Title:		Total Career Trial Hours approved by WSG/NTUC's e2i: () hrs	
Contact Person (HR manager or equivalent)*:	Email address:		Tel:	
I am certified as a Person with Disabilities³ (PWD): <input type="checkbox"/> Yes / <input type="checkbox"/> No				
<input type="checkbox"/> I am registered with WSG's Careers Connect, NTUC's e2i, Ingeus, or Maximus <input type="checkbox"/> I have participated in WSG/NTUC's e2i career events, workshops for past 6 months. Please indicate (circle) WSG / e2i Event Title: _____ Date: _____ <i>If none of the above, please walk in to WSG's Careers Connect with this form to register for Career Trial.</i>				
WORK EXPERIENCE* (Please start with your current or most recent job): <input type="checkbox"/> Refer to enclosed resume				
From Date (MM/YYYY)	To Date (MM/YYYY)	Job Title	Company Name	Last Drawn Salary
TO BE COMPLETED BY JOBSEEKER*				
I declare that:				
a. I am unemployed ² before commencing the Career Trial. b. Prior to Career Trial, I am unemployed since _____ (DDMMYY). c. I am not barred from receiving grants from Workforce Singapore / SkillsFuture Singapore / NTUC's e2i. d. I have completed my full-time National Service (if applicable). e. I have completed my full-time studies and looking for permanent employment. f. I do not hold any company shares or directorship with the Career Trial host employer. g. I am aware that I am no longer eligible for the Training Allowance with effect from the work commencement date if offered an employment contract during the Career Trial period. h. I must submit this form together with the claim form to WSG's Careers Connect/NTUC's e2i Career Service Centre to be eligible for the Training Allowance. i. I have not suppressed any material information, and all information stated in this form is true to the best of my knowledge. I am aware that any false information provided may constitute an offence under the Penal Code (Chapter 224).				
_____			_____	
Signature of Jobseeker			Date (DDMMYY)	

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

³ Person with Disabilities refers to individuals with physical, visual, hearing, or intellectual disabilities are eligible.

CAREER TRIAL TRAINING ALLOWANCE CLAIM FORM

**Note: All fields must be completed. Incomplete submission will not be processed. WSG/NTUC's e2i reserves the rights to recover the grants if incorrect information is provided.*

SECTION A: TO BE COMPLETED BY JOBSEEKER*		
<p><i>Please tick box, where appropriate.</i></p> <p>I declare that:</p> <ol style="list-style-type: none"> 1. I have completed the Career Trial with _____ (the "Host Employer"), UEN number _____ from _____ (DDMMYY) to _____ (DDMMYY). 2. I am not barred from receiving grants from WSG / SSG / NTUC's e2i. 3. I have completed my full-time National Service (if applicable). 4. I have completed my full-time studies and am looking for permanent employment. 5. I do not hold any company shares or directorship with the Career Trial host employer. 6. I am aware that I am no longer eligible for the Training Allowance with effect from the work commencement date if offered an employment contract during the Career Trial period. 7. I have not suppressed any material information, and all information stated in this form is true to the best of my knowledge. I am aware that any false information provided may constitute an offence under the Penal Code (Chapter 224). 8. Please rate the usefulness of the Career Trial: <input type="checkbox"/> Very useful <input type="checkbox"/> Somewhat useful <input type="checkbox"/> Not so useful <input type="checkbox"/> Not useful at all 9. I have submitted all required documents (refer to pg. 2 in 'Infokit for Jobseeker'): <input type="checkbox"/> Yes <input type="checkbox"/> No 10. This is my final TA claim: <input type="checkbox"/> Yes (pls submit employment contract, if offered employment) <input type="checkbox"/> No, I am still ongoing Career Trial 		
_____ Name of Jobseeker (as per NRIC)	_____ Signature	
_____ NRIC	_____ Date (DDMMYY)	
SECTION B: TO BE COMPLETED BY HOST EMPLOYER*		
11. Total number of Career Trial hours completed by Jobseeker (exclude absenteeism and MC):	() hours	
12. Jobseeker was offered employment upon completion of Career Trial (permanent or on contract terms with CPF that are no less than one (1) year):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Offered but rejected <input type="checkbox"/> Still ongoing Career Trial	
13. If 'No' in S/N 12, pls provide reason(s) why the jobseeker was not offered employment:	_____	
_____ Name & Designation (HR manager or equivalent)	_____ Company Stamp	
_____ Signature	_____ Date (DDMMYY)	
FOR OFFICIAL USE ONLY		
Jobseeker submitted all required documents to claim for the Training Allowance under the Career Trial.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Approved Funding Rate: <input type="checkbox"/> SC (\$7.50/hour) <input type="checkbox"/> SC (\$11.25/hour) <input type="checkbox"/> SC (\$15/hour) <input type="checkbox"/> SPR (\$4.50/hour)	Eligible Claim Amount (Total no. of Career Trial hours multiply by funding rate):	
Eligible for TA top-up <input type="checkbox"/> Yes / <input type="checkbox"/> No <input type="checkbox"/> SC (\$11.25/hour) <input type="checkbox"/> SC (\$15/hour)	Eligible Top-up Claim Amount (Overall total no. of completed Career Trial hours multiply by difference in top-up TA funding rate):	
_____ Name of Processing Officer	_____ Signature of Processing Officer	_____ Date (DDMMYY)

CAREER TRIAL RETENTION INCENTIVE CLAIM FORM

**Note: All fields must be completed. Incomplete submission will not be processed. WSG/NTUC's e2i reserves the rights to recover the grants if incorrect information is provided.*

SECTION A: TO BE COMPLETED BY JOBSEEKER*		
Name of Individual (as per NRIC):	NRIC:	Citizenship: <input type="checkbox"/> SC <input type="checkbox"/> SPR
Employer Name: UEN Number:	Job Position (based on employment contract):	Start Work Date (based on employment contract):
Name of Contact Person (HR manager or equivalent):	Email Address:	Tel:
<p><i>*Delete where appropriate.</i></p> <p>I declare that:</p> <ol style="list-style-type: none"> I have completed the Career Trial. Prior to Career Trial commencement, I am unemployed² since _____ (DD/MM/YY). I am currently employed with the company for (please tick box): <input type="checkbox"/> 3 months or more <input type="checkbox"/> 6 months or more I am certified as a Person with Disabilities³ : <input type="checkbox"/> Yes <input type="checkbox"/> No I have submitted all required documents (refer to pg. 3 in 'Infokit for Jobseeker'): <input type="checkbox"/> Yes <input type="checkbox"/> No I must submit this form together with my salary slips of at least 3 / 6 months* corresponding to the claim period and signed official employment letter/contract to the Workforce Singapore's Careers Connect / NTUC's e2i Career Service Centre to be eligible for the one-off Retention Incentive. I have not suppressed any material information, and all information stated in this form is true to the best of my knowledge. I am aware that any false information provided may constitute an offence under the Penal Code (Chapter 224). <p style="text-align: center;"> _____ Signature _____ Date (DD/MM/YY) </p>		
SECTION B: TO BE COMPLETED BY HOST EMPLOYER*		
8. I confirm the above individual was offered employment upon completion of Career Trial (permanent or on contract terms that are no less than one (1) year):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. I confirm the above individual stayed in the same company for at least 3 / 6 consecutive months*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. I confirm that I will not/ did not apply for or receive 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 (if applicable).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
_____ Name & Designation (HR manager or equivalent)		_____ Company Stamp
_____ Signature		_____ Date (DDMMYY)
FOR OFFICIAL USE ONLY		
Jobseeker submitted all required documents to claim for the Retention Incentive under the Career Trial.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Eligible Claim Amount (please tick the appropriate box): 3 month Retention Incentive (RI): 6 month Additional Retention Incentive (ARI): <input type="checkbox"/> SPR (\$300) <input type="checkbox"/> SC (\$500) <input type="checkbox"/> SC unemployed and actively searching for a job for 6 months or more (\$1,000) <input type="checkbox"/> SC PWD unemployed and actively searching for a job (\$1,000)		
_____	_____	_____
Name of Processing Officer	Signature of Processing Officer	Date (DDMMYY)

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

³ Person with Disabilities refers to individuals with physical, visual, hearing, or intellectual disabilities are eligible.