

## CAREER TRIAL INFOKIT FOR COMPANY

### Assess a jobseeker’s fit via a short-term trial for full time/ part time positions<sup>1</sup>

#### 4-STEP PROCESS

#### **STEP 1: BEFORE COMMENCING CAREER TRIAL – 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.

**The hiring position must meet the minimum gross salary requirement of \$1,500/mth for full time position, and \$750/mth for part time position, posted on MyCareersFuture.sg to be eligible for application.**

Employers need to submit the **completed** Application Form A2 and Career Trial Activities Form B2, 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.wsg.gov.sg/careertrial\\_employers](http://www.wsg.gov.sg/careertrial_employers).

**Table 1: Steps to Submit Form A2 and B2**

WSG Feedback Portal	NTUC’s e2i
Submit to <a href="https://portal.ssg-wsg.gov.sg">https://portal.ssg-wsg.gov.sg</a>	Email to <a href="mailto:followup@e2i.com.sg">followup@e2i.com.sg</a>
<ul style="list-style-type: none"> <li>i. Company to login using CorpPass</li> <li>ii. Click on “My Feedback”</li> <li>iii. Click on “Submit New Feedback”</li> <li>iv. Select “Others” for Type</li> <li>v. Select “Career Trial” for Category</li> <li>vi. Type “Employer’s Application” for Subject Title</li> <li>vii. Attach completed^ Form A2 and Form B2</li> </ul>	<ul style="list-style-type: none"> <li>i. Type “Career Trial Registration” in subject title</li> <li>ii. Attach completed^ Form A2 and Form B2</li> </ul>
<p>^ Employers are <u>required</u> to post the Career Trial position(s) via the “Post Jobs” function on MyCareersFuture.sg, 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. <b>Incomplete submission of documents may result in application being rejected.</b></p> <p>For details on posting of jobs on MyCareersFuture.sg, visit: <a href="https://www.mycareersfuture.sg/docs/mycareersfuture_sg_user_faqs.pdf">https://www.mycareersfuture.sg/docs/mycareersfuture_sg_user_faqs.pdf</a></p> <p>In view of the current COVID-19 situation, during and after the Circuit Breaker period, until further notice, WSG will allow Form A2 to be submitted without the company stamp and signature. WSG may request for a softcopy of the ACRA Bizfile for verification purposes.</p>	

<sup>1</sup> The minimum gross salary requirement is \$1,500/mth for full time positions, and \$750/mth for part time positions.

## STEP 2: BEFORE COMMENCING CAREER TRIAL – SUBMIT FORM A1 TO REGISTER JOBSEEKER

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;
- Produce a copy of CPF contribution statement (past 12 months) to verify their employment status; and
- Submit to Workforce Singapore **or** NTUC’s e2i for an acknowledgement **before** commencing the Career Trial. Employers can download the Form A1 from [www.wsg.gov.sg/careertrial\\_jobseekers](http://www.wsg.gov.sg/careertrial_jobseekers). Workforce Singapore or NTUC’s e2i will send the acknowledgement email to company and jobseeker for commencement of Career Trial. Jobseekers who commence the trial before the acknowledgement by Workforce Singapore **or** NTUC’s e2i will not be eligible for the funding.
- Allow jobseeker time to have a **Career Trial Experience Review** through phone call with Workforce Singapore **or** NTUC’s e2i during the Career Trial period, within one month from the Career Trial commencement date.

**Table 2: Steps to Submit Form A1**

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

## STEP 3: ENDORSE FORM B1 FOR JOBSEEKER’S TRAINING ALLOWANCE AFTER COMPLETION OF THE CAREER TRIAL

After the completion of the Career Trial, employers must endorse the Career Trial Training Allowance Claim Form B1, provide Form A1 and timesheet (for Part Time Career Trial only- refer to Attachment 2) to the jobseeker to claim for training allowance<sup>2</sup>. Form B1 can be downloaded from [www.wsg.gov.sg/careertrial\\_jobseekers](http://www.wsg.gov.sg/careertrial_jobseekers).

<sup>2</sup> Jobseekers (Singapore Citizens) will receive baseline Training Allowance of \$7.50/hr during Career Trial period. WSG/NTUC’s e2i will top-up the Training Allowance to \$11.25/hr or \$15/hr if the jobseeker is placed in a job with a monthly gross salary of \$2,000 (full-time position)/ \$1,000 (part-time position) or more after completion of Career Trial. Please refer to the FAQ Question 20 for more information.

## EMPLOYER ELIGIBILITY FOR SALARY SUPPORT

Employers can receive salary support based on the funding rates in Table 3 per new hire if all of the following is met;

- Employer hires a Singapore Citizen (SC) who has been unemployed<sup>3</sup> 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 consecutive months.

**Table 3: Salary Support Funding Rates for Full-Time/ Part-Time<sup>4</sup> position**

	Full-Time position	Part-Time position
Funding Rate	30% of salary support for up to 6 months and capped at \$900 per month or \$5,400	30% of salary support for up to 6 months and capped at \$450 per month or \$2,700
Disbursement Schedule	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Tranche: To claim for salary support for the <u>first 3 months of employment</u>, claims must be made between the 4<sup>th</sup> and 6<sup>th</sup> month from the work commencement date of the new hire.</li> <li>• 2<sup>nd</sup> Tranche: To claim for salary support for the <u>next 3 months of employment</u>, claims must be made between the 7<sup>th</sup> and 9<sup>th</sup> month from the work commencement date of the new hire.</li> </ul>	

**Note:** Employers which are not the Career Trial hosts are also applicable for the salary support funding if their new hire fulfilled the criteria as above.

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. 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.

## STEP 4: (IF ELIGIBLE) SUBMIT FORM C2 TO CLAIM SALARY SUPPORT AFTER 3/6 MONTHS RETENTION

**Table 4: Steps to Submit Form C2**

WSG's Feedback Portal	
Submit <u>salary support request</u> to <a href="https://portal.ssg-wsg.gov.sg">https://portal.ssg-wsg.gov.sg</a>	
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 Form C2, a copy of Employee's employment contract and payslips/CPF Form 90, and copy of Direct Credit Authorisation form

<sup>3</sup> Not under any form of employment (also includes part-time/casual/temporary jobs), **and** have not received any CPF contribution from work.

<sup>4</sup> For new hires who had commenced part-time Career Trial after 15 May 2019, and successfully employed after trial.

In view of the current COVID-19 situation, during and after the Circuit Breaker period, until further notice, WSG will allow the DCA form to be signed and submitted without company stamp and bank's endorsement. Instead, companies can provide the latest copy of Company's bank statement.

## CONTACT INFORMATION

More information can also be found at [www.wsg.gov.sg/careertrial\\_employers](http://www.wsg.gov.sg/careertrial_employers) and [www.e2i.com.sg](http://www.e2i.com.sg). Alternatively, you can contact:

	Workforce Singapore	NTUC's e2i
Tel:	6883 5885	6474 0606
Email:	<a href="https://portal.ssg-wsg.gov.sg">https://portal.ssg-wsg.gov.sg</a>	<a href="mailto:followup@e2i.com.sg">followup@e2i.com.sg</a>

# 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) <sup>1</sup> : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Person Name & Designation*		Contact Number*	Email Address*	
<b>DECLARATION*</b>				
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.				
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 employment <sup>2</sup> arrangement. In order to claim for salary support for hired jobseeker. Jobseeker must also not have any form of employment <sup>2</sup> during Career Trial. Your Career Trial position and contact person's email address may also be publicised on WSG's various publicity platforms, at WSG's discretion.				
3. You undertake to perform the following obligations as a registered host organisation under the Career Trial ("Host Employer"):				
a. source and screen for eligible individuals (each a "Jobseeker") who are either unemployed <sup>2</sup> Singapore Citizens or Singapore Permanent Residents at the time of entering into the Career Trial;				
b. execute the Career Trial Activities (Form B2) for each Jobseeker who undertakes the Career Trial;				
c. provide insurance coverage if the job position is excluded under the Exclusion List of Occupation under Career Trial;				
d. <b>before</b> commencement of Career Trial, obtain WSG/NTUC's e2i's acknowledgement email through the submission of the Jobseeker's Details Form A1 and CPF contribution history to WSG/NTUC's e2i on your intention to start a short term trial with a suitable jobseeker;				
e. 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;				
f. 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/part-time permanent position or a minimum of 1-year employment contract and pay a monthly gross salary of at least \$1,500(full-time) or \$750(part-time) 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.				
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. WSG does not endorse and is not liable for any services rendered by any company which market and charge consultancy fees in relation to any Career Trial application or other submissions.				
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.				
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).				
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.				
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.				
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, suspend or terminate you from WSG/ NTUC's e2i funding as WSG or NTUC's e2i may (in its absolute discretion) deem fit.				
_____ Name & Designation (HR manager or equivalent)		_____ Company Stamp		
_____ Signature		_____ Date (DDMMYY)		

<sup>1</sup> Defined as an enterprise with annual sales turnover of not more than \$100 million **or** employing no more than 200 employees.

<sup>2</sup> Not under any form of employment (also includes part-time/casual/temporary jobs), **and** have not received any CPF contribution from work

**CHECKLIST FOR FIRST TIME APPLICATION FOR CAREER TRIAL**

Please complete the questionnaire below if you are not an existing host employer of Career Trial.

S/N	Question	Please tick the relevant boxes.
1	I have a ready jobseeker to be placed under Career Trial.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	What is your organization size?	<input type="checkbox"/> < 6 <input type="checkbox"/> 6 – 50 <input type="checkbox"/> 51- 200 <input type="checkbox"/> >200
3	I have participated in other WSG/NTUC's e2i programmes/ recruitment events.	<input type="checkbox"/> Yes, please list down programme/event: <hr/> <input type="checkbox"/> No, proceed to question 4.
4.	I am open to participate in other WSG/NTUC's e2i programmes / recruitment events in the next 6 months.	(You may select more than one) <input type="checkbox"/> Career Support Programme (CSP) <input type="checkbox"/> Career Fair/ Networking Events <input type="checkbox"/> Professional Conversion Programme (PCP) <input type="checkbox"/> P-Max <input type="checkbox"/> WorkPro <input type="checkbox"/> Career Fair/ Networking session
5	I am open to hire jobseekers from the following categories.	Please indicate jobseeker profile: <input type="checkbox"/> Back-to-work individual <input type="checkbox"/> Persons with Disabilities (PWDs) <input type="checkbox"/> Ex-offenders <input type="checkbox"/> Mid-career switchers <input type="checkbox"/> Mature individuals ≥40 years

**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 240hrs for part-time position or 480hrs for full-time position. Please complete all fields in the form.

Company Name		
Career Trial Position** (Job Title)		
MCF Job ID (MCF-XXXX-XXXXXXXX)		
Type of Employment	<input type="checkbox"/> Full-Time Employment	<input type="checkbox"/> Part-Time Employment
Expected Gross Salary **(if offered employment on permanent terms or minimum 1-year employment contract) (Min \$1,500/mth for full-time position, \$750/mth for part-time position)	Monthly salary: \$ _____/mth	Monthly salary: \$_____/mth <b>OR</b> Hourly basic salary rate: \$_____/hr No. working hours per week: ____hrs
No. of Job Vacancies (Applied)		
Total Career Trial Hours (Applied)		
<b>Curriculum</b>	<b>Details</b>	
Outline of Career Trial Objectives		
Career Trial Activities*	Week (Hours) E.g. Week 1 (20hrs)	Details of Activities / Tasks
Total Duration (Hours) E.g. 4 weeks (80hrs)		

\*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. For part-time positions, the maximum Career Trial hours is capped at 80hrs/mth. **\*\*Career Trial position and expected salary should be aligned with the job posting on MyCareersFuture.sg.**

## SALARY SUPPORT CLAIM FORM

Please submit completed form to WSG Feedback portal: <https://portal.ssg-wsg.gov.sg>.

I. Application Details			
Company Name			
UEN			
II. Company Contact Person Details (for clarifications on claim form)			
Name		Designation	
Email Address		Contact Number	
<b>Please complete checklist below.</b>			
<b>My employee<sup>1</sup> had:</b>			
a)	Completed Full-Time Career Trial <input type="checkbox"/> Part-Time Career Trial <input type="checkbox"/>		
b)	Submitted the Career Trial Retention Incentive claims <input type="checkbox"/> Additional Retention Incentive claims <input type="checkbox"/> <i>Note: For employee who had not claimed the retention incentive, company would need to submit the i) employment contract and ii) payslips for the relevant claim period. WSG may request for additional documents to verify the eligibility of claims.</i>		
c)	Been unemployed <sup>2</sup> for at least 6 months prior to employment start date <input type="checkbox"/> (for company to be eligible for salary support funding)		
III. Claim Details of Employee (hired after Career Trial)			
Name		NRIC	
Employment Start Date (ddmmyy)		<input type="checkbox"/>	First Tranche of Salary Support
		<input type="checkbox"/>	Second Tranche of Salary Support
IV. Additional Salary details (for claim period)			
Monthly Salary	\$_____		
Declaration of Unpaid-Leave (Please state dates. If not applicable, indicate 'N.A'.)			
<b>Please complete the fields below for claims under Part Time- Career Trial, on hourly rated salary.</b>			
<b>Hourly basic salary rate</b>	\$___/hr		
<b>For salary paid on hourly rate:</b>  Please indicate total number of working hours (excluding overtime) for the claim period, based on complete months  <i>E.g. Employment start date 20 June 2019. To provide salary details till 20 Dec 2019.</i>	1st Month		
	2nd Month		
	3rd Month		
	4th Month		
	5th Month		
	6th Month		
<b>For employers without an existing account in SkillsConnect, please mail <u>Original</u> DCA form to WSG.</b>			

<sup>1</sup> Singapore Citizen only

<sup>2</sup> Not under any form of employment (also includes part-time/casual/temporary jobs), **and** have not received any CPF working contribution



# DIRECT CREDIT AUTHORISATION FORM

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

Please complete either Section A or Section B only.

## SECTION A (FOR PAYNOW)

<b>For Individuals</b> , please provide a copy of your NRIC (front and back) as supporting document.	<b>For Singapore registered company/business/society</b>
NRIC (for individuals)	UEN No. (for all UEN registered entities)
<b>For bank accounts registered with NRIC only</b>	PAYNOW UEN ID:
	Company Name:
	Address:
Email address:	Email address:
Contact number:	Contact number:

**SECTION B (FOR GIRO):** Please complete Part I and let us have a copy of your bank statement to verify your bank account. For individual, please provide a copy of your NRIC (front and back) as supporting document too.

Please note:

- (i) If you are invoicing as an individual, fill in your name as stated in your NRIC/FIN.
- (ii) If you are invoicing as a Singapore registered company/business/society, fill in your organisation's name as registered with ACRA/UEN. You may check your registered name on [www.uen.gov.sg](http://www.uen.gov.sg).

## PART I – TO BE COMPLETED BY SUPPLIER WHO SUPPLIES GOODS AND SERVICES TO THE GOVERNMENT/STATUTORY BOARDS

All fields are mandatory. Incomplete forms will not be processed.

To: ACCOUNTANT-GENERAL

UEN No. (for all UEN registered entities)	Address
<b>OR</b>	
NRIC / FIN (for individuals)	Telephone Number
<b>OR</b>	Fax Number
Others (e.g. Foreign Passport No)	Email Address*
GST Registered      Yes / No	
GST Registration No.	

\*It is mandatory to provide the email address. Payment notification will be sent to this email address.

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

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

Bank and Branch Name

- (a) I/We hereby authorise the Government and Statutory Boards 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 have notified you in writing.
- (c) I/We hereby request and authorise the Government and Statutory Boards to obtain confirmation/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.
- (d) In consideration of the Government and Statutory Boards acceding to my/our said request and in consideration of the Bank confirming/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.

\_\_\_\_\_  
Authorised Signature(s) & Stamp\*

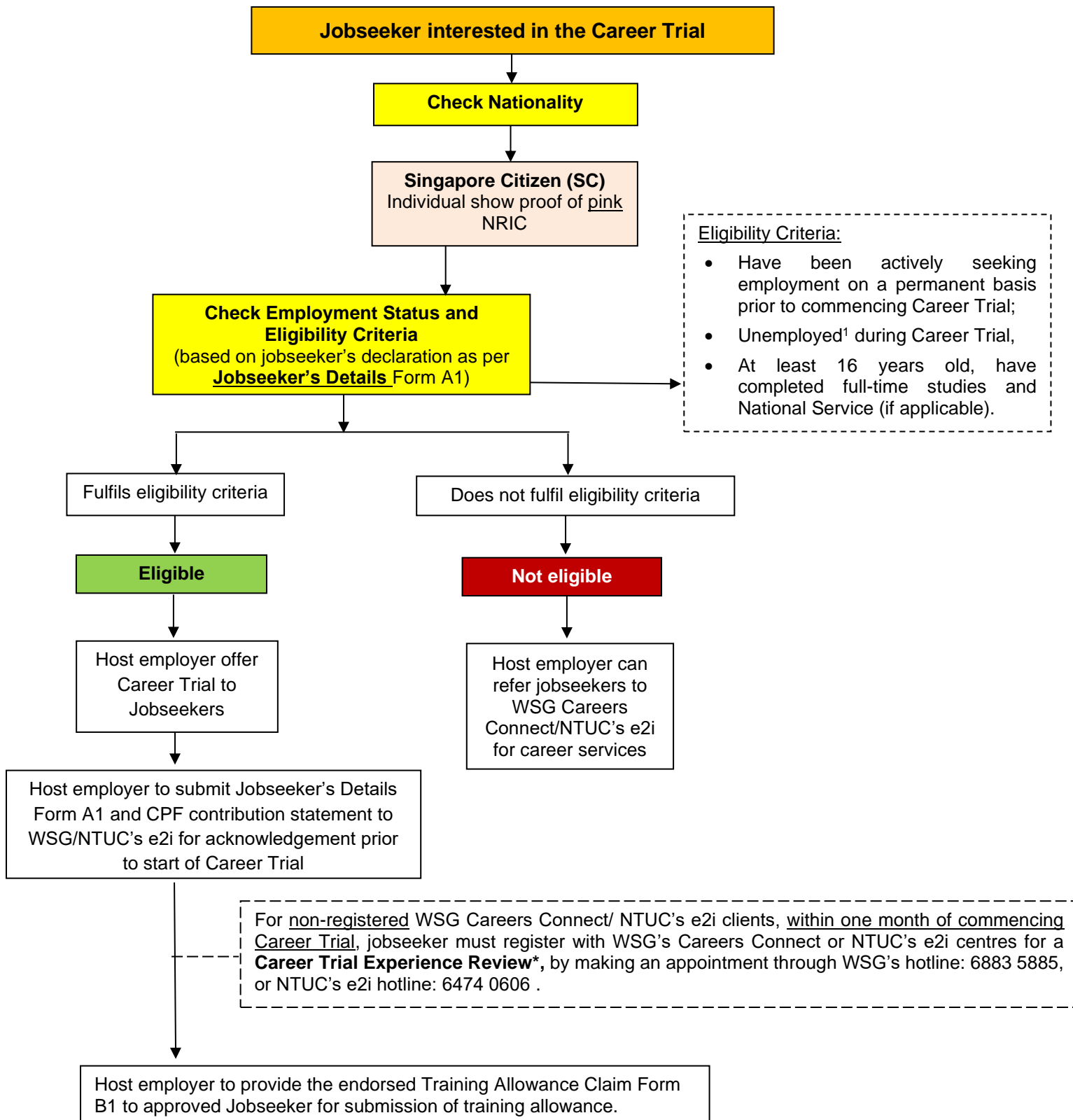
\* if required by company's account mandate

\_\_\_\_\_  
Date

# ATTACHMENT 1

## 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.



<sup>1</sup> Not under any form of employment (also includes part-time/casual/temporary jobs), **and** have not received any CPF contribution from work

