

CAREER TRIAL INFOKIT FOR JOBSEEKERS

Gain experience and confidence through a short-term trial for full time/ part time positions¹

2-STEP PROCESS

STEP 1: BEFORE COMMENCING TRIAL - APPLY FOR CAREER TRIAL WITH APPROVED HOST EMPLOYERS

Jobseekers can view job vacancies and/or sign up directly with employers which are the approved Career Trial hosts at:

- i) 'Career Trial Listing' on www.wsg.gov.sg/careertrial_jobseekers, or
- ii) MyCareersFuture.sg for more details about host employers and job vacancies.

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

Jobseekers shortlisted by host employers must be a registered client of WSG/NTUC's e2i to be on Career Trial. **For non-registered clients**, upon WSG/NTUC's e2i's approval of the Jobseekers Detail Form (Form A1), please contact WSG/ NTUC's hotline to register for a **Career Trial Experience Review**, within one month from the Career Trial commencement date.

STEP 2: SUBMIT FORMS A1, B1, AND C1 TO CLAIM FOR TRAINING ALLOWANCE² AND FORM D1 TO CLAIM FOR RETENTION INCENTIVE

After completion of the Career Trial, jobseekers can follow the steps in Table 1 and 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 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;

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

² 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 up to \$11.25/hr or \$15/hr if the jobseeker is placed with a monthly basic salary of \$2,000 (full-time position)/ \$1,000 (part-time position) or more after completion of Career Trial.
Version 5.2 (information accurate as at 14 June 2020)

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

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	Email to followup@e2i.com.sg .
<ul 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 	<ul 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 unemployed¹ prior to and during the Career Trial period

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], Career Trial Training Allowance (TA) Claim Form [FORM B1] and Timesheet (for Part Time Career Trial only) <i>*Form A1 must be submitted by host employer and acknowledged by WSG/NTUC's e2i <u>before</u> 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 Direct Credit Authorisation (DCA) form [FORM C1] <i>*Jobseekers who have an <u>active existing account</u> 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 first page of jobseeker's Bank Book/Bank Statement <i>*Jobseekers who have an <u>active existing account</u> 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>

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

You will qualify for Retention Incentive¹ (RI) if you:

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

To claim for Retention Incentive, you must submit the documents listed in Table 3 via the same channels as described in Table 1.

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
[]	Copy of signed official employment letter/contract
[]	CPF contribution statement for past 12 months from completion of 3 months retention

Jobseekers are only entitled to the one-time Career Trial Training Allowance and Retention Incentive funding.

Eligible jobseekers will also qualify for the RI if he/she can find a job with another employer within six (6) months from the date of completion of Career Trial and stay in the job with the same employer for at least three (3) consecutive months.

During and after the Circuit Breaker period, until further notice, in lieu of employer’s signature and company stamp, jobseekers can obtain **email endorsement** from the host companies on the completed career trial hours for training allowance claims, and employment period for retention incentive claims. The email endorsement from company should include company representative’s (e.g. HR manager, director) designation and email address, and be submitted together with Forms A1, B1 and D1.

For payment through GIRO, the signature is still a requirement in the DCA form.

¹ Only eligible Singapore Citizens (SC) are eligible for a one-time retention incentive of \$500. Additional Retention Incentive of \$1,000 at the 6-month retention mark is applicable to only unemployed SC who have been actively looking for jobs for at least 6 months, and SC Persons with Disabilities (regardless of unemployment duration).

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:
Preferred Employment mode:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	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:	HR manager or equivalent:	Email address/ Tel:		
Career Trial (CT) Job Title:	<input type="checkbox"/> Full Time CT Position <input type="checkbox"/> Part Time CT Position	Total Career Trial Hours approved by WSG/NTUC's e2i: () hrs		
<input type="checkbox"/> I am certified as a Person with Disabilities ¹ , if applicable.				
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* AND HOST EMPLOYER				
<p>I declare that:</p> <p>a. I have not signed an employment contract/agreement with host employer.</p> <p>b. I am unemployed² before commencing the Career Trial.</p> <p>c. Prior to Career Trial, I am unemployed since _____ (DDMMYY).</p> <p>d. I am not barred from receiving grants from Workforce Singapore / SkillsFuture Singapore / NTUC's e2i.</p> <p>e. I have completed my full-time National Service (if applicable).</p> <p>f. I have completed my full-time studies and am looking for permanent employment.</p> <p>g. I do not have any financial interest, hold any company shares, or directorship with the Career Trial host employer. I am also not an immediate family member of the host employer.</p> <p>h. 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 <u>during</u> the Career Trial period.</p> <p>i. I must submit this form together with the claim form to WSG's Careers Connect/NTUC's e2i centres to be eligible for the Training Allowance.</p> <p>j. 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> <p>k. 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, and you may be suspended from SSG/WSG/e2i programmes/funding.</p>				
_____ Signature of Jobseeker			_____ Date (DDMMYY)	
_____ Witnessed by: Signature of HR manager or equivalent			_____ Date (DDMMYY)	

¹ Person with Disabilities refers to individuals with physical, sensory, intellectual and development impairments.

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

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*

I declare that:

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 have any financial interest, 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:
 Very useful Somewhat useful Not so useful Not useful at all
9. I have submitted all required documents (refer to pg. 2 in 'Infokit for Jobseeker'): Yes No
10. This is my final TA claim: Yes (pls submit employment contract, if offered employment) 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*

Career Trial Training Allowance Claim for Full Time Part Time Position

- | | |
|--|--|
| 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 undergoing 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)

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Jobseeker submitted all required documents to claim for the **Training Allowance** under the Career Trial. Yes No

Eligible Claim Amount (Total no. of Career Trial hours multiply by funding rate for SC (\$7.50/hr)/ SPR(\$4.50/hr):

For Final TA Claim Only:
Eligible for TA top-up Yes / No

For SC only: Eligible Top-up Claim Amount (Overall total no. of completed Career Trial hours X difference in top-up TA funding rate):

\$11.25/hr: FT Salary \$2,000 & above PT Salary \$1,000 & above
 \$15/hr: FT Salary \$2,500 & above PT Salary \$1,250 & above

Name of Processing Officer

Signature of Processing Officer

Date (DDMMYY)

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)

For Individuals , please provide a copy of your NRIC (front and back) as supporting document.	For Singapore registered company/business/society
NRIC (for individuals)	UEN No. (for all UEN registered entities)
For bank accounts registered with NRIC only	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:

- If you are invoicing as an individual, fill in your name as stated in your NRIC/FIN.
- 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.

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
OR	
NRIC / FIN (for individuals)	
OR	Telephone Number
Others (e.g. Foreign Passport No)	Fax Number
	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

- 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.
- This authorisation shall continue to be in force until I/we have notified you in writing.
- 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.
- 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

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): _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Start Work Date (based on employment contract): (DD/MM/YY)
Name of HR manager or equivalent:	Email Address:	Tel:

**Delete where appropriate.*

I declare that:

1. I have completed the Career Trial.
2. Prior to Career Trial commencement, I am unemployed¹ since _____ (DD/MM/YY).
3. I am currently employed with the company for (please tick box):
 3 months or more
 6 months or more
4. I am certified as a Person with Disabilities (PWD)²: Yes No
5. I have submitted all required documents (refer to pg. 3 in 'Infokit for Jobseeker'): Yes No
6. I must submit this form together with my salary slips of at least 3 / 6 complete 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.
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).

 Signature _____
 Date (DD/MM/YY)

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):	
<u>3 month Retention Incentive (RI):</u> <input type="checkbox"/> SPR (\$300) <input type="checkbox"/> SC (\$500)	<u>6 month Additional Retention Incentive (ARI):</u> <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)	

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

² Person with Disabilities refers to individuals with physical, sensory, intellectual and development impairments. The proof of disability can be in the form of latest doctor's memorandum and/ or membership card of Voluntary Welfare Organisation (VWO) providing disability services.