

REFERENCE GUIDE FOR CAREER TRIAL PORTAL – For Jobseekers

(G2C0048)



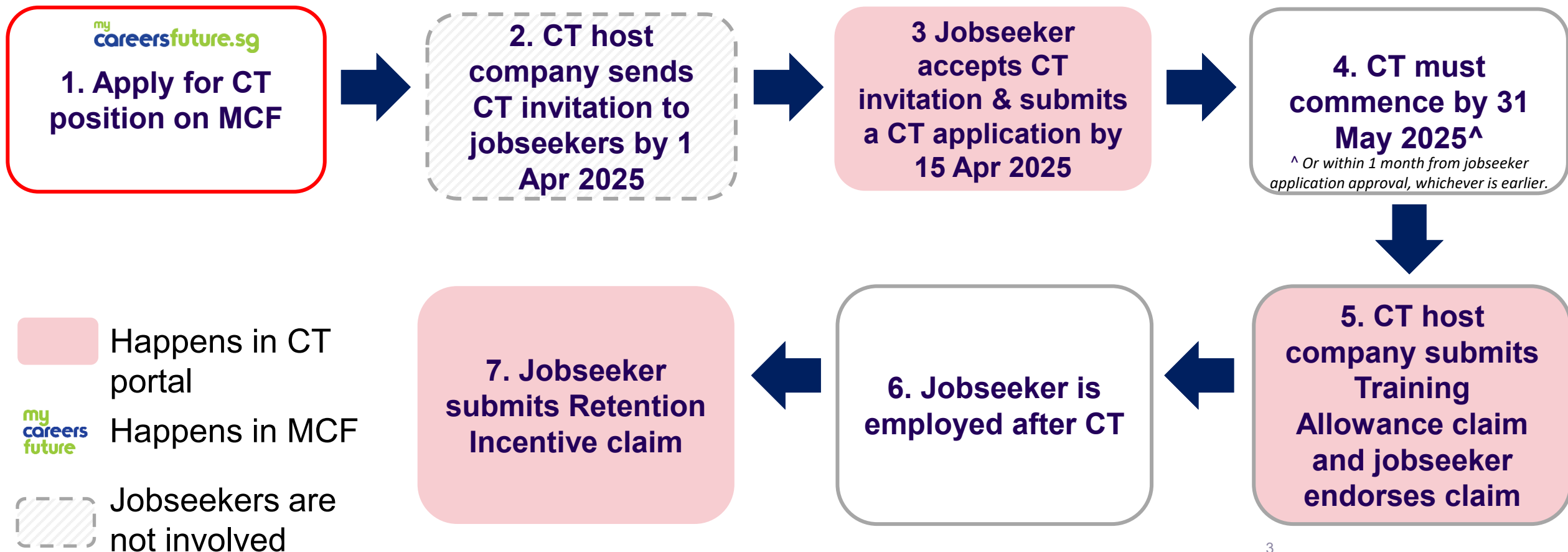
Career Trial applications has closed

Please take note of the following deadlines for CT claims:

- Retention Incentive claim: 9 months from CT end date
- Additional Retention Incentive claim*: 12 months from CT end date



Overview of Jobseeker's CT Journey





1. Apply for CT position on MCF

Go to [MyCareersFuture portal](#)



my careersfuture Switch to Employer Search Jobs Seek Career Advice Log in

Match your skills. Find more jobs.

Search Job by Title or Keyword Minimum Salary All Employment Types Search

Search jobs with government support

Need help finding good job opportunities? Reach out to our Human Capital Partners (Employment Agencies) today!

Find out how our progressive Human Capital Partners (Employment Agencies) can help you to find good job opportunities based on your unique skill-sets.

MINISTRY OF MANPOWER

Virtual Career Fair For SGUnited Traineeships and Mid-Career Pathways Programme Roles 14 June - 5 July, 2021 Business Development & Marketing Corporate Services | Technical & Engineering



my careersfuture Switch to Employer Search Jobs Seek Career Advice Log in

Search Job by Title or Keyword

Add Skills

552 of 72,832 jobs found based on your filters

Government Support X

Want to receive email alerts on new jobs that are similar to those shown below? Log in to Create Job Alert

Sort By: Date Posted

Filter: Minimum Salary All Employment Types Job Function

GOVERNMENT SUPPORT

- All available
 - For mid-career switchers If you are open to reskill and change careers/occupations
 - For SME opportunities If you are keen to consider employment with SMEs
 - For short-term trials If you want to try out new jobs/sectors with no obligation
 - For Workplace Attachment
 - If you are a fresh graduate seeking traineeship
 - If you are mid-career seeking attachment

Your skills are also suitable for Executive Manager jobs

38% skills matched Posted today \$1,800 to \$2,400 Monthly

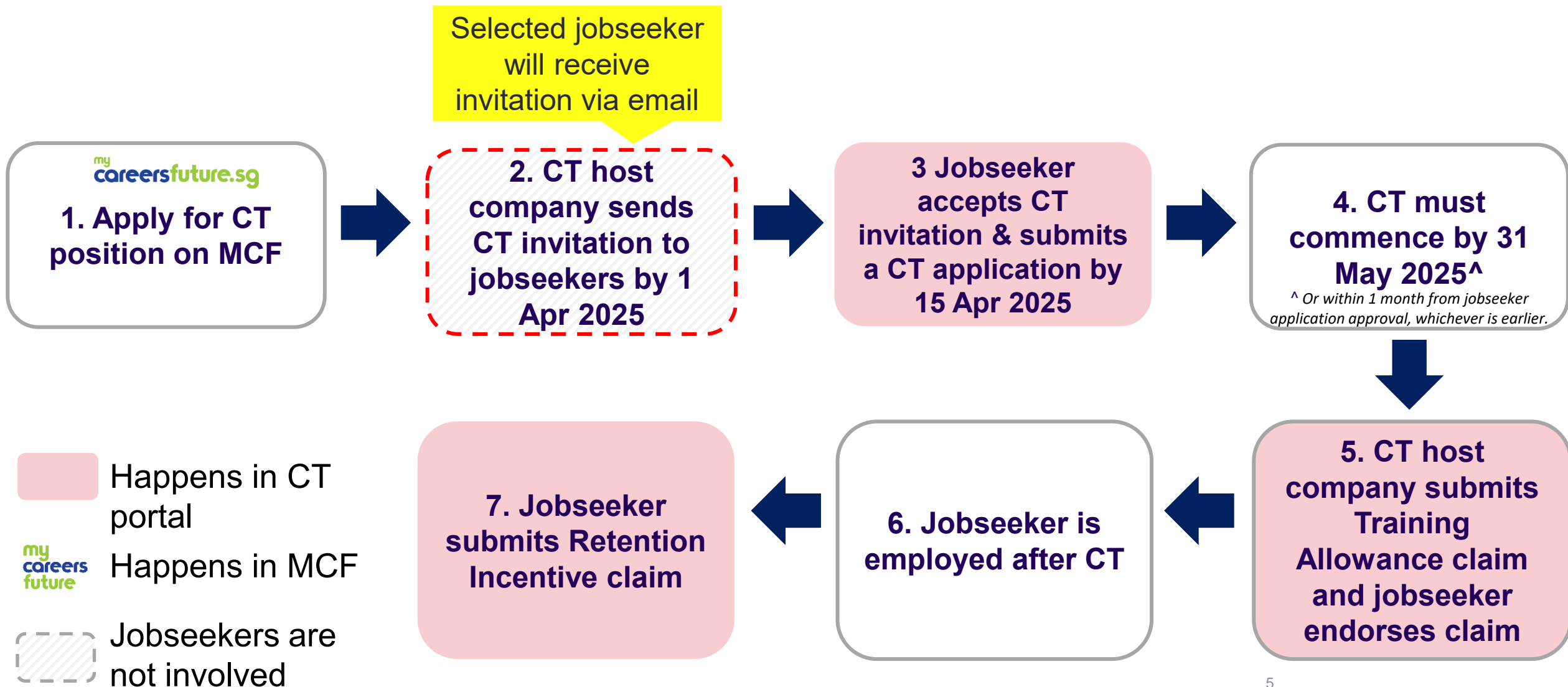
25% skills matched Posted today \$2,500 to \$4,000 Monthly

40% skills matched Posted 5 days ago Salary undisclosed

To filter Career Trial positions

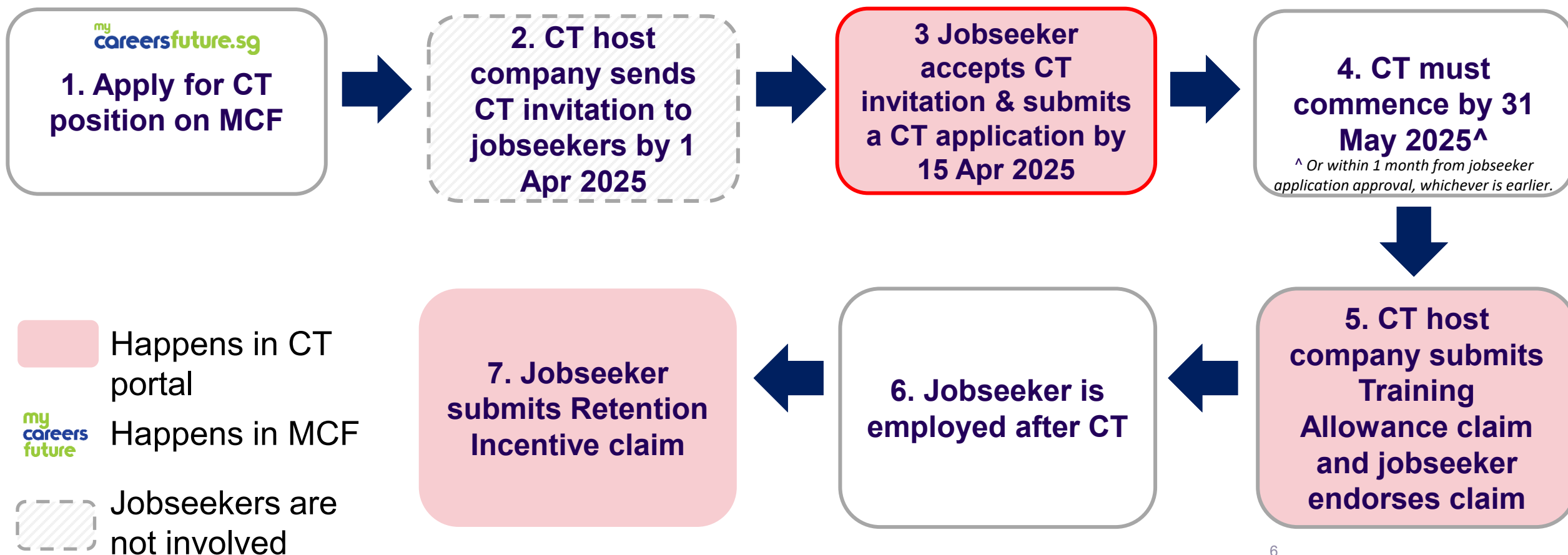


Overview of Jobseeker's CT Journey





Overview of Jobseeker's CT Journey





3. Jobseeker accepts CT invitation and submits a CT application by 15 Apr 2025

[External] Invitation for Career Trial - MCF-2021-5000139 G2C - CT Reporting Test Job Posting



SSG-WSG Support <donotreply@ssg-wsg.gov.sg>
To [Redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.

Reply Reply All Forward

Tue 7

This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.

Dear [Redacted]

You have been shortlisted [Redacted] to apply for Career Trial - MCF-2021-5000139 G2C - CT Reporting Test Job Posting.

You may refer to [Programme Details](#) for the full details on the Career Trial programme.

Please visit the following link to consent and submit your Career Trial application:

stg-programmes.mycareersfuture.gov.sg/CareerTrialJobseekers/ApplicationForm.aspx

1

Click on invitation link and login via Singpass

Regards

Career Trial Programme Administrator

Important Note: Please note that you must click on the invitation link from the original email as there is a unique URL embedded (i.e. the link should not be copied and paste/forwarded)



3. Jobseeker accepts CT invitation and submits a CT application by 15 Apr 2025

Career Trial
Application Form
PAN PACIFIC HOTELS GROUP LIMITED - Guest Services Ambassador (Full Time)

Things To Note

- This application will take about 15 to 30 minutes
- For Persons with Disabilities: Medical Certificate
- Accepted file formats include PDF, DOC, DOCX, JPG/JPEG, PNG

Personal Information Retrieve MyInfo with Singapore

NRIC [Redacted]	Contact Number * Singapore [Redacted]
Name Person_ID_ ABHH	Email Address * test@gmail.com
Registered Address 41, JALAN TECK WHYE, #9-148, 544293	Have you completed National Service? * <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

I am a back-to-work individual.
Individuals who have been economically inactive due to reasons such as the need to care for i) household, ii) own children, iii) families, or iv) poor health / disability / too frail to work.

I am certified as a Person with Disabilities.
Person with Disabilities refers to individuals with physical, sensory, intellectual and development impairments.

2

Provide Personal Information

Application for Career Trial

Job Title Guest Services Ambassador	MyCareersFuture ID MCF-2021-0196194
Career Trial Host Company [Redacted]	Occupation HOTEL RECEPTIONIST

Applied with
WSG

Employment Type Full Time	Expected Monthly Gross Salary (SGD) \$1,800.00	Total Career Trial Hours 320
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Outline of Career Trial Objectives
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Career Trial Activities Plan
Details of Activities / Tasks

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Highest Academic Qualification	Qualifications awarded by professional bodies
Last Employment Job Title	Operations Technician (LEMP)
Last Employment Company Name	[Redacted]
Unemployed Since *	11-06-2021
Last Drawn Monthly Salary (SGD) *	3888.11

I acknowledge the Career Trial Objectives and Activities Plan. *

Important note:
Please declare the unemployment date accurately as there will be CPF checks against this date.
Inaccurate declaration of unemployment date may cause delay in the processing of your jobseeker application.

3

Review and acknowledge the Career Trial Activities Plan



3. Jobseeker accepts CT invitation and submits a CT application by 15 Apr 2025

Declaration

By submitting this application form, I declare that:

1. I am unemployed before commencing the Career Trial.
2. I am not barred from receiving grants from Workforce Singapore Agency ("WSG") / SkillsFuture Singapore Agency ("SSG") / NTUC's e2i.
3. I have completed my full-time National Service (if applicable).
4. I have completed my full-time studies and looking for permanent employment.
5. I do not hold any company shares or directorship. I am not an immediate family member of the Career Trial host employer, or any of its directors or shareholders.
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 am not, and will not be, receiving other grants from WSG / SSG / NTUC's e2i for the same funding period as Career Trial.
8. 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 as an offence under the Penal Code (Chapter 224).
9. I understand my NRIC number is one of the necessary data fields that WSG collects to accurately establish or verify my identity, for employment facilitation services.
10. I consent to WSG / NTUC's e2i's collection, use and disclosure of my information provided in this application (including, without limitation, my personally identifiable information) to:
 - a. the Government of the Republic of Singapore;
 - b. any other statutory board; and
 - c. the employer(s),for the following purposes:
 - i. processing my Career Trial application and administering the Career Trial programme;
 - ii. contacting me to liaise on my Career Trial application; and
 - iii. any other purpose deemed appropriate by WSG.
11. I acknowledge that this application form may display to me the information that I had previously supplied to WSG, other Government agencies or statutory boards. This may include, where relevant, pre-populating my data in this application with my pre-existing data retained by WSG, other Government agencies or statutory board. Should the data be out-of-date, I agree to supply the latest data.
12. I agree for WSG / NTUC's e2i to retrieve my CPF data from CPF Board for the purpose of Career Trial eligibility verification.
13. I agree to set up my PayNow (linked to NRIC) in order to receive Career Trial payment from WSG.

I accept the contents of the above declaration by submitting this application form. *

[Save and Exit](#)

[Submit](#)

4

Review and
acknowledge
T&Cs

5

Click
Submit



Your Application is Submitted!

You will be notified on the outcome of your application.

Details of Your Application

Application ID: CT-I-2021-00002912
Date of Application: 12-07-2021 12:15:20
Host Company: [Redacted]
Job Position: G2C - CT Reporting Test Job Posting

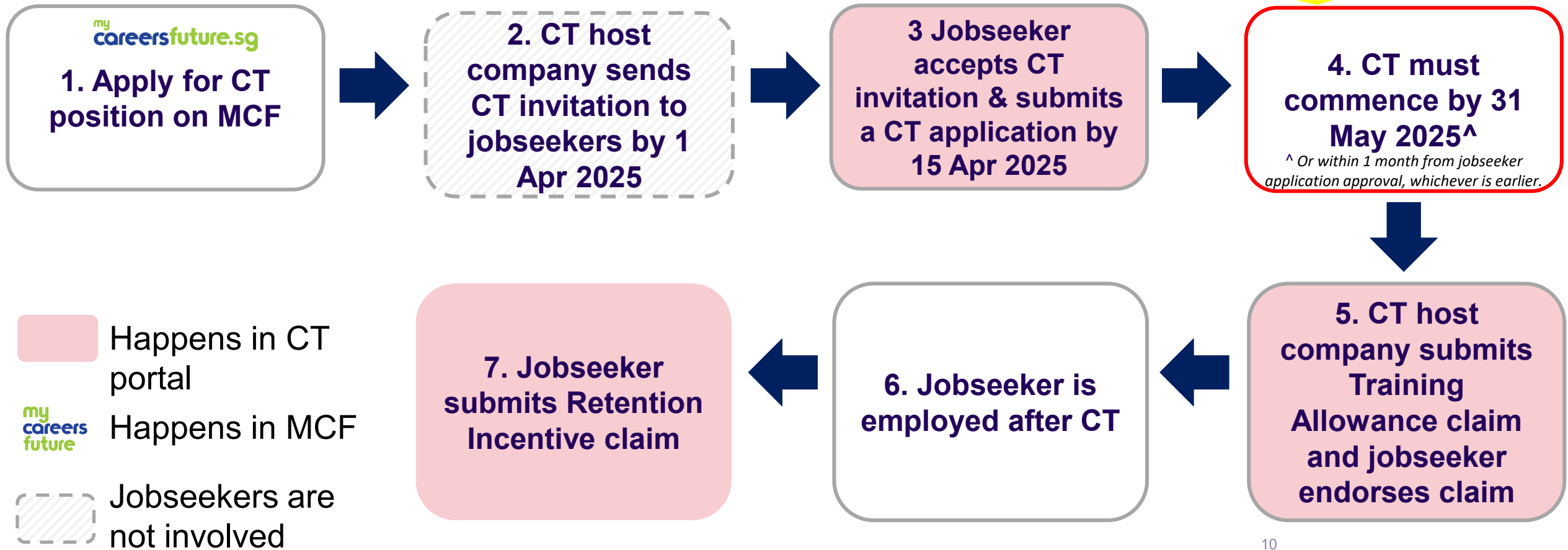
[Programme Details](#)

[View Applications](#)



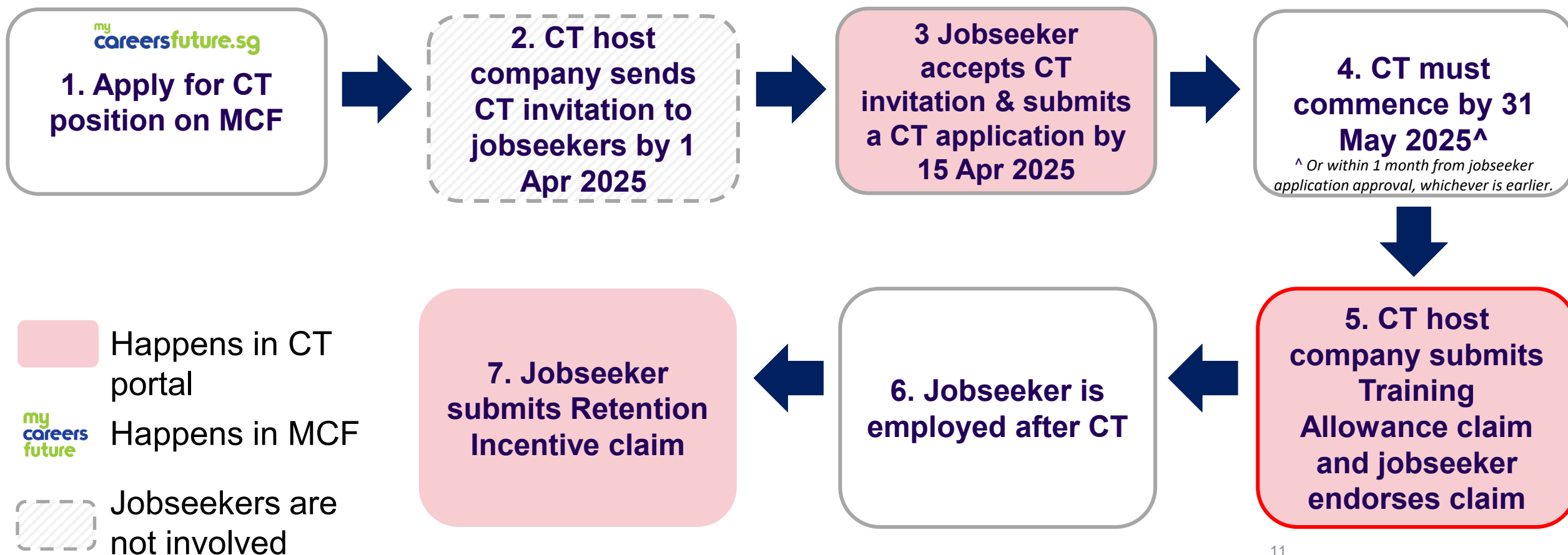
Overview of Jobseeker's CT Journey

CT host companies and jobseekers to commence CT by 31 May 2025 after receiving written approval from WSG / NTUC's e2i





Overview of Jobseeker's CT Journey





5. CT host company submits Training Allowance claim and jobseeker endorses claim

CT host company to submit the completed Career Trial hours for your confirmation. You will then receive an email with steps on how to confirm your hours on the Career Trial portal with the URL provided.

[External] [Action Required] Career Trial Submission CT-I-2021-00000001 - Person_ID_GAAFAEB Requires Your Confirmation - Message (HTML)

File Message Help Tell me what you want to do

Delete Reply Reply All Forward Resolution A... Mark Unread Find Zoom Share to Teams Insights

[External] [Action Required] Career Trial Submission CT-I-2021-00000001 - Person_ID_GAAFAEB Requires Your Confirmation

SS SSG-WSG Support <donotreply@ssg-wsg.gov.sg>
To test_emailGAAFAEB@email.com

Tue 7/6/2021 3:11 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.

Dear Person_ID_GAAFAEB,

Your confirmation is required for us to process your Career Trial submission. Please refer to the following steps:

- Go to [My Applications](#) and login with **Singpass**
- Please look for **CT-I-2021-00000001**

Please provide the confirmation within 1 month for us to process your submission. Otherwise, your application/claim will be closed and you will need to submit a new application/claim.

For further enquiries, please write in to:

- (if you had applied with e2i): followup@e2i.com.sg
- (if you had applied with WSG): WSG feedback portal at <https://portal.ssg-wsg.gov.sg>

Regards
Career Trial Programme Administrator

This is a system generated email, please do not reply. This email transmission is intended only for the addressee. Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you should delete it and must not copy, distribute it or take any action in reliance thereon.

1

Login My Applications via Singpass



5. CT host company submits Training Allowance claim and jobseeker endorses claim

Career Trial Claims

Claim ID	Application ID	Claim Type	Submitted On	Status	Action
CT-C00000094	CT-I-2021-00000034	Non-Final Training Allowance	24-06-2021	Pending Jobseeker Endorsement	<div data-bbox="1574 801 1778 968"><p>Select Action ▾</p><p>Select Action</p><p>Endorse Claim</p><p>View Claim</p></div>

2

Look for your claim and click **Endorse Claim**



5. CT host company submits Training Allowance claim and jobseeker endorses claim

Career Trial
Training Allowance Claim Form
INTELLIGENERAL TRADING AND DISTRIBUTION PTE.LTD. - G2C - CT Reporting Test Job Posting (Full Time)

Claim Details
Claim ID: CT-C00002876
Date of Claim: 12-07-2021 12:24:47

Application Details
Application ID: CT-I-2021-00002912
Date of Approval: 12-07-2021 12:19:22

Jobseeker Information

NRIC	Contact Number *	Singapore
Name	Email Address *	test_emailGAAFADH@email.com
Citizenship		SINGAPORE CITIZEN

Claim Information by Host Company

Career Trial Commencement Date	12-07-2021
Total number of Career Trial hours completed by the Jobseeker (exclude absenteeism and MC)	22
The Jobseeker was offered employment upon completion of Career Trial (permanent or on contract terms with CPF that are no less than one (1) year).	Yes
Career Trial End Date	12-07-2021
Employment Start Date	12-07-2021
Employment Type	Full Time
Monthly Salary upon Employment (SGD)	\$2,000.00

3 Review personal information

Supporting Documents
My Recomm...

Claim Information by Jobseeker
I agree to the total number of Career Trial hours completed (exclude absenteeism and MC). *
This is the final training allowance claim. *

Career Trial Feedback

1. Please rate the usefulness of the Career Trial: *

- Very useful
- Somewhat useful
- Not so useful
- Not useful at all

4 Review supporting documents and claim information

5 Provide Career Trial Feedback



5. CT host company submits Training Allowance claim and jobseeker endorses claim

Declaration


1. I am not barred from receiving grants from WSG / SSG / NTUC's e2i.
2. I fulfilled the Career Trial programme eligibility criteria.
3. I do not hold any company shares or directorship with the Career Trial host company.
4. 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.
5. I have not suppressed any material information, and all information stated in this form is true and correct. I am aware that any false information provided may constitute an offence under the Penal Code Chapter 234.

I accept the contents of the above declaration by submitting this claim form. *

[Save and Exit](#) [Submit](#)

6
Review and acknowledge T&Cs

7
Click Submit


Your Claim is Submitted!

You will receive a notification email once your claim has been approved by WSG / NTUC's e2i. You can also check the progress of your claim by clicking on 'View Claims'.

Details of Your Claim

Claim ID:	CT-C00002876
Date of Claim:	12-07-2021 12:24:47
Host Company:	[REDACTED]
Job Title:	G2C - CT Reporting Test Job Posting

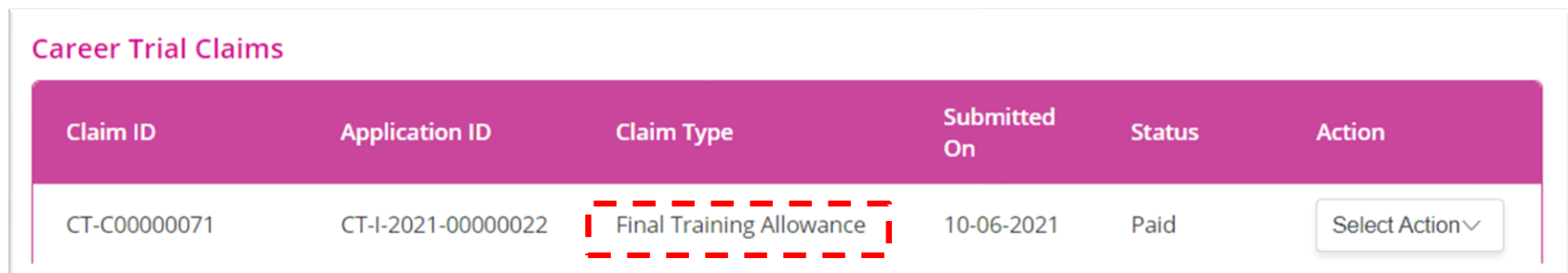
[Programme Details](#) [View Claims](#)

What happens after I endorse my Training Allowance claim?

- Your claim will be processed, and you will receive an email notification on claim outcome or check back on claim status for updates.
- For WSG approved jobseeker applications, SWDA* will disburse the Training Allowance via PayNow. For NTUC's e2i approved jobseeker applications, e2i will disburse the Training Allowance via GIRO.

What happens if it's a Final Training Allowance claim?

- Go through the same steps as the above! There is no additional information or action required from you for endorsing a Final Training Allowance Claim.
- You will see 'Final Training Allowance' as listed under your Claim Type.
- Note: If jobseekers are hired upon completion of CT, CT host companies must upload the employment contract.



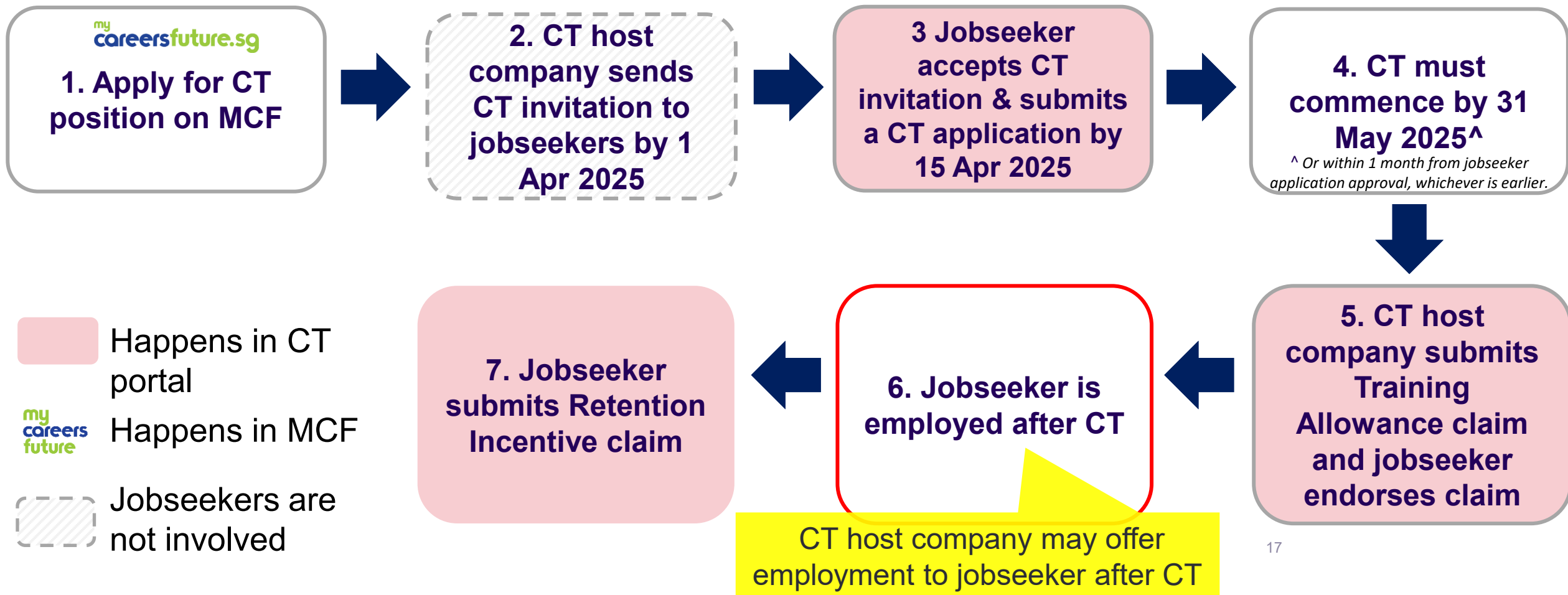
The screenshot shows a table titled 'Career Trial Claims' with the following data:

Claim ID	Application ID	Claim Type	Submitted On	Status	Action
CT-C00000071	CT-I-2021-00000022	Final Training Allowance	10-06-2021	Paid	Select Action ▾

* Formerly known as Workforce Singapore (WSG)

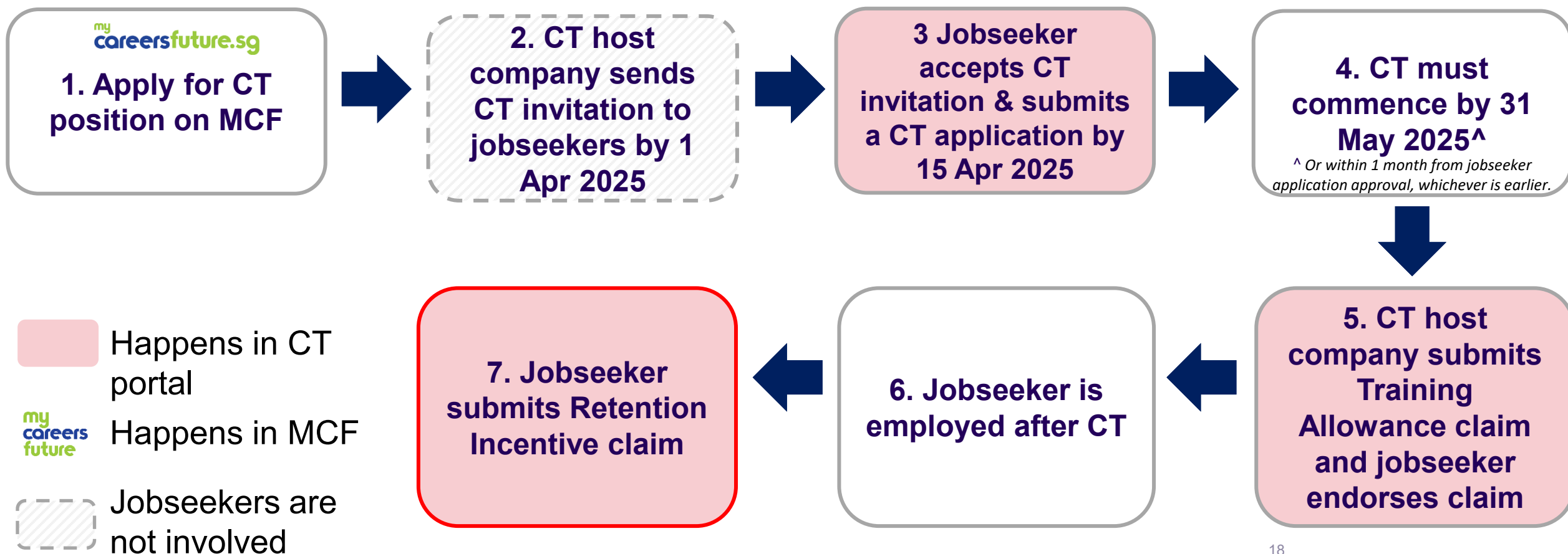


Overview of Jobseeker's CT Journey





Overview of Jobseeker's CT Journey





7. Jobseeker submits Retention Incentive claim

Go to Career Trial Portal



Career Trial for Jobseekers
Jobseekers can gain experience through a short-term trial to be assessed for employment

What is Career Trial?

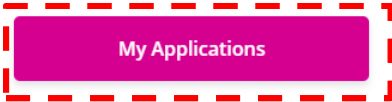
Jobseekers can gain experience through a short-term trial to be assessed for employment paying at least \$1,500/month for full-time position, or \$750/month for part-time position. During the trial, jobseekers will receive training allowance from WSG / NTUC's e2i. If jobseekers get employed after the completion of the trial, they will receive retention incentives from WSG / NTUC's e2i as well.

For more information, download the Career Trial [factsheet](#) and [FAQ](#).

How Career Trial benefits jobseekers?

Eligible jobseekers can also benefit from the following incentives:

Funding	Funding for Singapore Citizen (SC)
---------	------------------------------------



1

Login My Applications via Singpass



7. Jobseeker submits Retention Incentive claim

Career Conversion Programmes (CCP) Applications | Career Trial Jobseeker Applications

← Programme Details

Career Trial Applications

By creating a Career Trial claim, you consent to CPF checks on your employment history. Do note that your draft will only be kept for a month from the date of creation.

Application ID	Job Title	Host Employer	Submitted On	Approved Hours	Status	Action
CT-I-2021-00000010	[blurred]	[blurred]	02-06-2021	420	Approved	Select Action Select Action View Application Create RI Claim

Important Note: Please note that before you can submit Retention Incentive claim, you must first receive the CPF working contributions for your 3 months retention.

2
Click **Create RI Claim**



7. Jobseeker submits Retention Incentive claim

Career Trial

Retention Incentive Claim Form

INTELLIGENERAL TRADING AND DISTRIBUTION PTE.LTD. - G2C - CT Reporting Test Job Posting (Full Time)

Application Details

Application ID: CT-I-2021-00002902
Date of Approval: 12-07-2021 12:32:47

Jobseeker Information

NRIC Contact Number * Singa...
Name Person_ID_GAAFAEB Email Address *
Citizenship SINGAPORE CITIZEN

Claim Information

Employed By Host Company No
Employer Name * Enter at least 3 characters to search
Employer UEN
Employment Start Date * DD-MM-YYYY
Employment Type * Full Time Part Time
Monthly Salary upon Employment (SGD) * 0

3

Provide Claim Information

Upload Supporting Documents

If you are employed by a non-host company, please upload your employment contract.

Accepted file formats : PDF, DOC, DOCX, JPG/JPEG, PNG

Uploaded file size 0.00 / 15MB
0%

Drop Files or Click to Upload

4

Attach supporting document (if required)

Declaration

1. I have completed the Career Trial programme.
2. I am not barred from receiving grants from WSG / SSG / NTUC's e2i.
3. I fulfilled the Career Trial programme eligibility criteria.
4. 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).

I accept the contents of the above declaration by submitting this claim form. *

Save and Exit

Submit

5

Review and acknowledge T&Cs

6

Click Submit



7. Jobseeker submits Retention Incentive claim



Your Claim is Submitted!

You will receive a notification email once your claim has been approved by WSG / NTUC's e2i. You can also check the progress of your claim by clicking on 'View Claims'.

Details of Your Claim

Claim ID:

Date of Claim:

Host Company:

Job Title:

[🔒 Programme Details](#)

[👁️ View Claims](#)

What happens after I submit my Retention Incentive claim?

- Your claim will be processed, and you will receive an email notification on claim outcome or check back on claim status for updates.
- For WSG approved jobseeker applications, SWDA will disburse the Retention Incentive via PayNow. For NTUC's e2i approved jobseeker applications, e2i will disburse the Retention Incentive via GIRO.

What happens if it's an Additional Retention Incentive claim?

Follow the steps above!

This is only applicable if you meet the additional eligibility criteria -

1. Unemployed jobseekers who have been actively looking for jobs for at least 6 months; or
2. Unemployed jobseekers who are Person with Disabilities (PWD) regardless of unemployment duration.