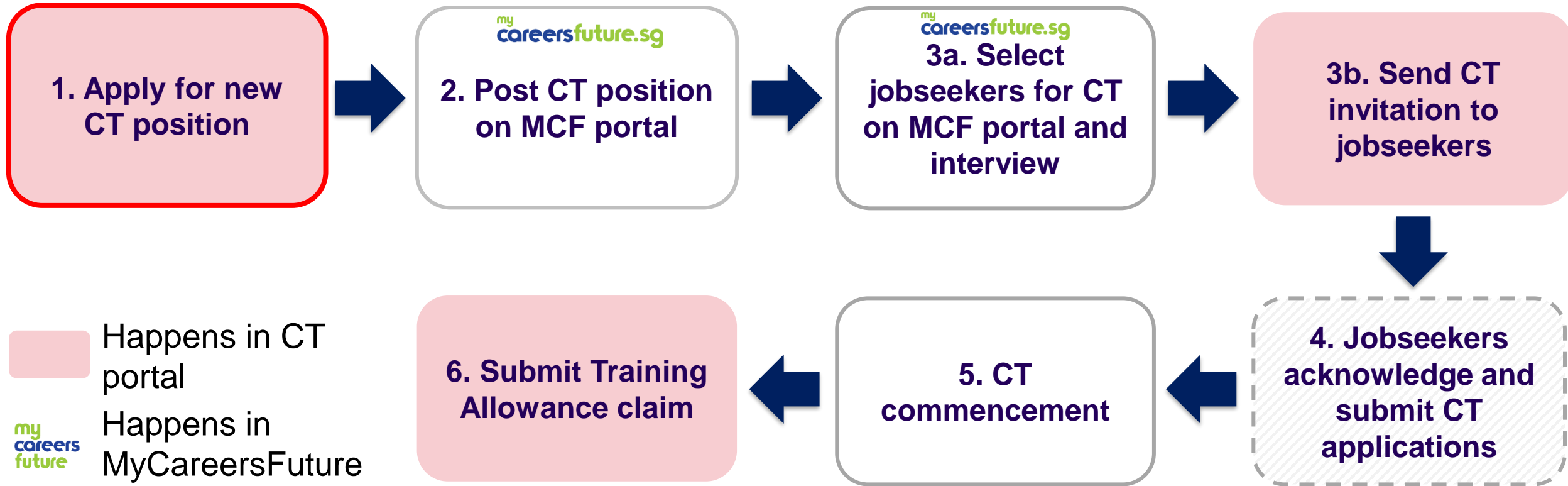


REFERENCE GUIDE FOR CAREER TRIAL PORTAL – For Companies

(G2C0047)



Overview of Company's CT Journey



-  Happens in CT portal
-  Happens in MyCareersFuture
-  Company is not involved



1. Apply for new CT position

New CorpPass Users (start from step 1)

Corppass Admin

- 1 Access **Corppass** Portal and **create CorpPass account** for new **Corppass** users

Company Authorised Representative

- 2 **Activate Corppass account** upon receiving email verification

Existing Corppass Users (start from step 3)

- 3 Access **Corppass** Portal and **select e-Services for entity**.
Search & select entity's e-Services
= **WSG G2B Employer Portal**

- 4 Assign selected **e-Services for entity's user**
 - Select user account you wish to assign. Select e-Services = **WSG G2B Employer Portal**
 - Enter additional details required by selecting Role = **G2B Employer**

- 5 You can now log in with **Singpass** to access CT applications

Quick tip

Click [here](#) to find out who your CorpPass Administrator is.



1. Apply for new CT position

Go to Career Trial Portal



→ <https://programmes.mycareersfuture.gov.sg/CareerTrialEmployers/ProgrammeDetails.aspx> Not syncing

Career Trial for Employers

Assess jobseekers' job fit through a short-term trial before offering employment

What is Career Trial?

Career Trial is an avenue for employers to assess jobseekers' job fit through a short-term trial, before deciding to offer employment to those found suitable. During the trial duration (up to 480 hours for full time positions and up to 240 hours for part time positions), the training allowance will be borne by WSG / NTUC's e2i.

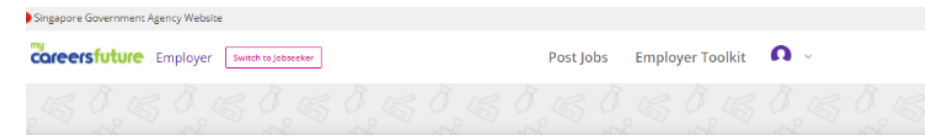
For more information, download the Career Trial [factsheet](#) and [FAQ](#).

Who can register as host company under Career Trial?



Click Here to Apply

My Applications



Career Trial Host Company Application Form

Progress: 1. Activities Plan (Completed) → 2. Review Application (Current)

50% Completed

Organisation Information

Organisation Name	Year of Incorporation
UEN	Registered Business Activity *
Organisation Address	Applied With *



1. Apply for new CT position

Organisation Information

Organisation Name

UEN

Organisation Address

Year of Incorporation

1995

Registered Business Activity *

Insurance agencies and agents (incl... ▾

Applied With *

WSG

e2i

1

Indicate agency

2

Fill up contact info

Contact Person Information

Name *

Contact Number *

Singapore ▾

Designation *

ADMINISTRATIVE ASSISTANT

Email Address *

3

Click Start Application

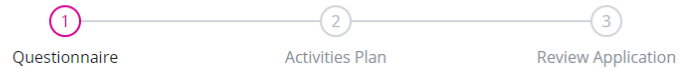
Start Application



1. Apply for new CT position

Career Trial Host Company

Application Form



Complete the Questionnaire for First-Time Application

Q1) I have a ready jobseeker to be placed under Career Trial. *

- Yes
 No

Q2) SME (At least 30% local shareholding; AND Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.) *

- Yes
 No

Q3) What is your organisation size? *

- 1 to 5
 6 to 20
 21 to 50
 51 to 200
 > 200

Q4) I have participated in other WSG / NTUC's e2i programmes / recruitment events. *

- Yes
 No

Q6) I am open to consider participating in other WSG / NTUC's e2i programmes / recruitment events in the next 6 months. You may select more than one. *

- Career Fair / Networking Events
 Career Conversion Programmes (CCP)
 P-Max

Q7) I am open to consider hiring jobseekers from the following categories. You may select more than one. *

- Back-to-Work Individuals
 Persons with Disabilities (PWDs)
 Ex-Offenders
 Mid-Career Switchers
 Mature Individuals (40 Years Old and Above)
 Senior Individuals (50 Years Old and Above)

[Save and Exit](#)

[Back](#)

[Next](#)

4

Complete questionnaire (only applicable for first-time CT host company applicants)

5

Click Next



1. Apply for new CT position

Career Trial Host Company Application Form

50% Completed

Questionnaire (1) | **Activities Plan (2)** | Review Application (3)

Tell Us Your Activities Plan

Companies must submit separate Career Trial Host Form for each job. It must be a minimum 16 hours, up to a maximum of 240 hours for part-time position or 480 hours for full-time position. Career Trial position and expected salary should be aligned with the job position on MyCareersFuture.gov.sg.

Job Title *

MyCareersFuture ID

Occupation *

Employment Type * Full Time Part Time

Expected Monthly Gross Salary *

Total Hours *

Vacancies *

Outline of Career Trial Objectives *
This description will be visible to applicants invited to apply for Career Trial.

Remaining characters: 2000

Career Trial Curriculum *

Weeks	Details of Activities / Tasks
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Remaining characters: 2000

6 You may leave this field blank first, you will be prompted to create MCF ID after this application is processed

7 Provide the Applied CT Hours and CT Activities Plan

8 Click Next

*Note: The training duration eligible for funding will be determined based on the CT activities plan submitted, subjected to approval.



1. Apply for new CT position

Declaration

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 arrangement. Jobseeker must not have any form of employment during Career Trial, and / or be receiving other grants from Workforce Singapore / SkillsFuture Singapore / NTUC's e2i for the same funding period as Career Trial.
3. You undertake to perform the following obligations as a registered host organisation under the Career Trial ("Host Employer"):
 1. 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;
 2. execute the Career Trial Activities for each Jobseeker who undertakes the Career Trial;
 3. provide insurance coverage if the job position is excluded under the Exclusion List of Occupation under Career Trial;
 4. d. before commencement of Career Trial, must obtain WSG/NTUC's e2i's approval email to commence jobseeker on Career Trial;
 5. 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;
 6. 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. 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 grants, 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 that your Career Trial position and contact person's email address may also be publicised on WSG's various publicity platforms, at WSG's discretion.
9. You agree to submit the completed training hours for each jobseeker for WSG/NTUC's e2i to disburse training allowance to each jobseeker within 6 months from approval date of jobseeker application, failing which, you will be liable for the training allowance to the jobseeker.
10. 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 grants 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.

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

[Save and Exit](#)

[Back](#)

[Submit](#)



Your Application is Submitted!

WSG / NTUC's e2i will review your application and be in touch with you.

Details of Your Application

Application ID:

Date of Application:

Host Company:

Job Title:

[Programme Details](#)

[View Applications](#)

9

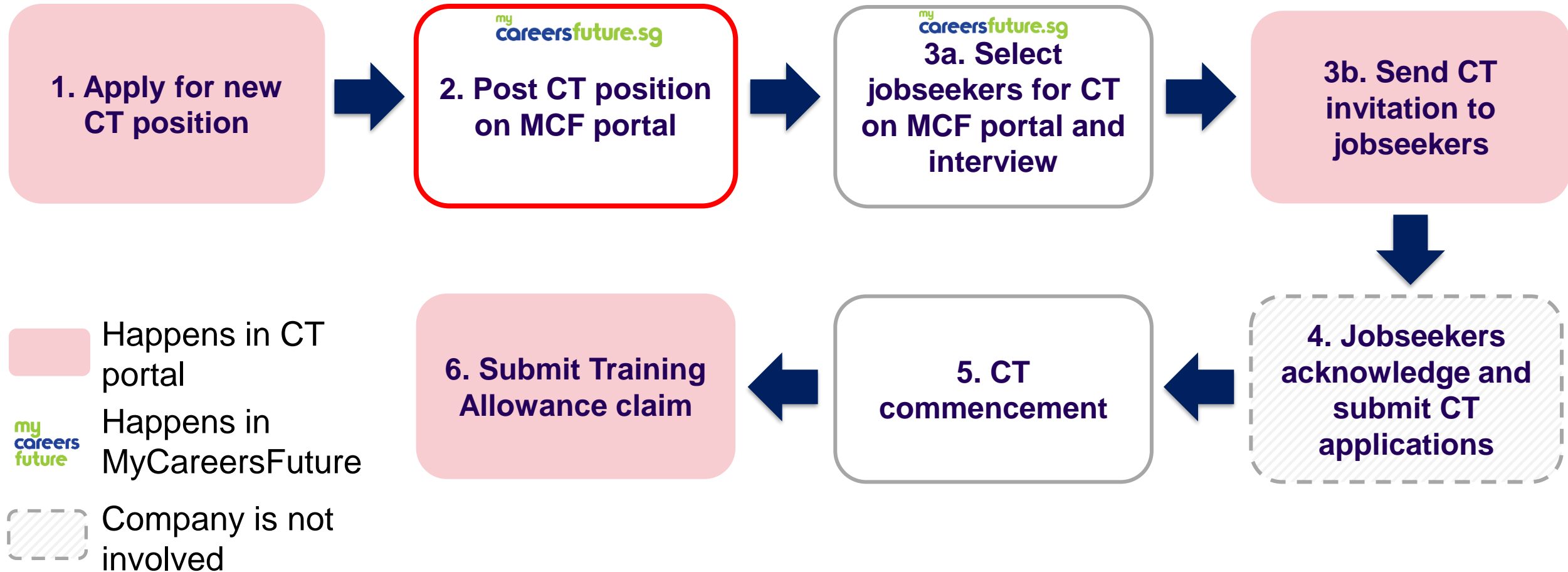
Review and
acknowledge
T&Cs

10

Click
Submit



Overview of Company's CT Journey





2. Post CT position on MCF portal

After your application is processed, you will receive an email notification to create and submit your MCF ID:

From: SSG-WSG Support <donotreply@ssg-wsg.gov.sg>
To: XXXXX
Subject: [Action Required] Career Trial Application CT-E-2023-XXXXXX - XXX

Dear XXX,

With reference to your Career Trial application CT-E-2023-XXXXXX - XXX, please complete the following before you can invite your jobseekers to apply for Career Trial via MyCareersFuture (MCF) portal:

- 1) Post your Career Trial position on MCF:
 - a. Go to <https://employer.mycareersfuture.gov.sg> and log in with Singpass
 - b. Click on "Create job posting"
 - c. Key in the information needed
 - d. Review job posting
 - e. Click Submit
- 2) Submit your MCF Job ID:
 - a. Go to [My Applications](#) and log in with Singpass
 - b. Under "CT Employer Applications", go to CT-E-2023-XXXXXX to submit your MCF Job ID

Please provide the MCF Job ID within 1 month for us to process your application. Otherwise, your application will be closed and you will need to submit a new application if you wish to apply for Career Trial.



2. Post CT position on MCF portal

Go to [MyCareersFuture portal](#)



For first-time users, you will need to complete your account details.

The screenshot shows the 'First time here?' registration page. It includes a yellow banner with the message 'Please take a moment to complete your account details.' Below this, there are three sections: 'Organisation Information', 'Your Account Details', and 'Terms and Conditions'. The 'Your Account Details' section contains input fields for Name, Designation (optional), Email Address, and Contact Number. A 'Submit' button is located at the bottom right of the form.

Within the 'All Jobs' page, click on 'Create Job Posting'.

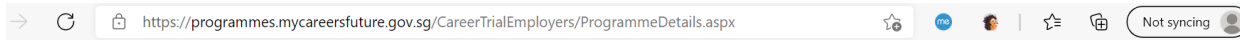
The screenshot shows the 'All Jobs' page. At the top, there are navigation links for 'Open' (18) and 'Closed' (147) jobs. A blue button labeled '+ Create Job Posting' is highlighted with an orange box. Below the navigation, there is a search bar and a 'Sort by' dropdown menu set to 'Closed Date'. A table of job listings is visible at the bottom, with columns for job details, 'Posted on', 'Closed', 'Applicants', and 'Suggested Talents'.

Job Title	Posted on	Closed	Applicants	Suggested Talents
[Redacted]	Posted on 13 Jan 2020	Closed 3 days ago	0 Applicants	60 Suggested Talents
[Redacted]	Posted on 10 Feb 2020	Closed 4 days ago	0 Applicants	60 Suggested Talents



2. Post CT position on MCF portal

Go to [Career Trial Portal](#)



Career Trial for Employers

Assess jobseekers' job fit through a short-term trial before offering employment

What is Career Trial?

Career Trial is an avenue for employers to assess jobseekers' job fit through a short-term trial, before deciding to offer employment to those found suitable. During the trial duration (up to 480 hours for full time positions and up to 240 hours for part time positions), the training allowance will be borne by WSG / NTUC's e2i.

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



Click Here to Apply

My Applications



The screenshot shows the 'Digital Services for Career Trial Host Company' page. It includes an 'Overview of Career Trial' section with a flowchart: 'Apply for Career Trial position > Shortlist jobseeker via MyCareersFuture.gov.sg > Send Career Trial invitation to shortlisted jobseeker > Jobseeker submits jobseeker application to commence Career Trial > Commence Career Trial > Submit completed Career Trial hours for jobseekers to receive Training Allowance'. Below this, there are tabs for 'CT Employer Applications' and 'PCP Employer Invitations'. The 'CT Employer Applications' tab is active, showing a table with columns for 'Application ID', 'Jobseeker Name', 'Application Date', 'Application Status', 'Approval Date', and 'Approval Status'. A 'Draft' button is visible next to the table header.



2. Post CT position on MCF portal

Career Trial Host Company Application Form



Tell Us Your Activities Plan

Companies must submit separate Career Trial Host Form for each job. It must be a minimum 16 hours, up to a maximum of 240 hours for part-time position or 480 hours for full-time position. Career Trial position and expected salary should be aligned with the job posting on MyCareersFuture.gov.sg.

Job Title *

MyCareersFuture ID

-- Please Select --



Occupation *

-- Please Select --

Employment Type *

Full Time Part Time

Expected Monthly Gross Salary *

Total Hours *

Vacancies *

Outline of Career Trial Objectives *

This description will be visible to applicants invited to apply for Career Trial.

Remaining characters:
2000

Is your MyCareersFuture (MCF) ID is not showing under this drop-down list?

Please check that your MCF posting is still valid and is tagged as either “Full-Time” or “Part-Time” (depending on your Career Trial position).

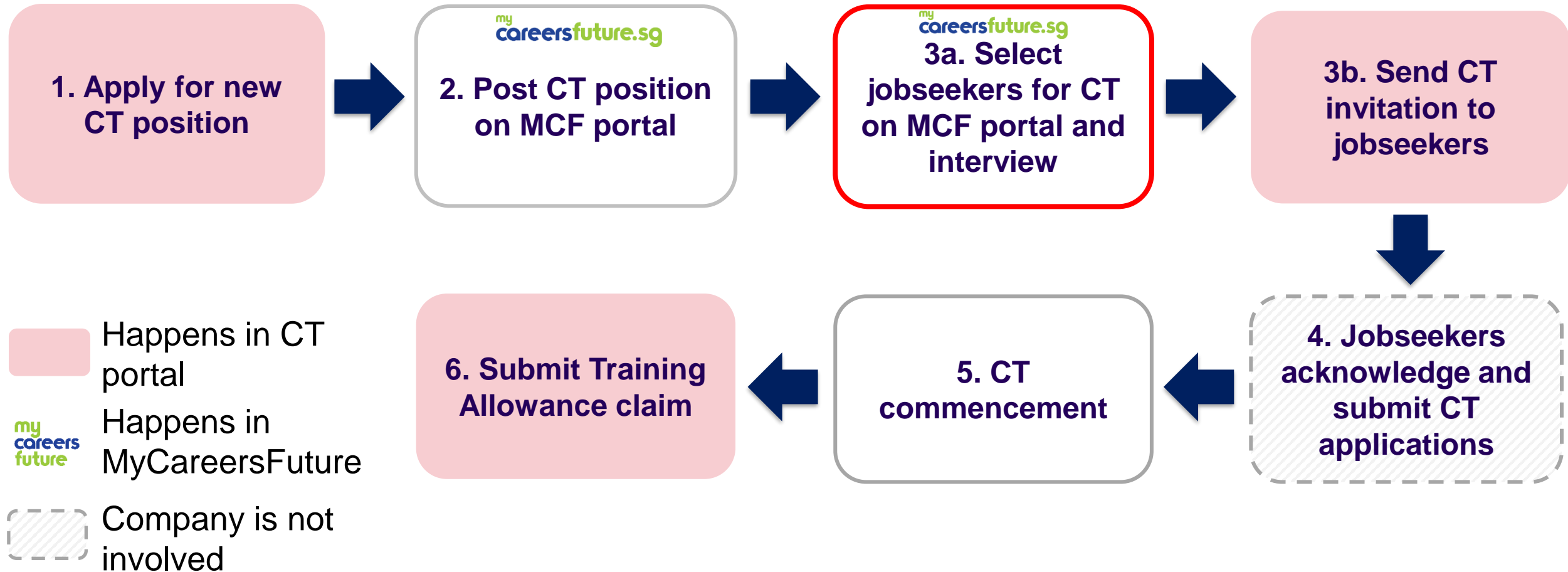
You may refer to Section C (Q15 and Q16) of the following MCF guide on how you can extend the validity period of your MCF posting and edit your MCF posting:

Go to [Employer \(mycareersfuture.gov.sg\)](https://mycareersfuture.gov.sg) > Scroll to bottom and click on “FAQ”

<Note: Depending on server traffic, edits to the MCF postings may take some time to be cross-updated to our CT portal. Please try again after a few hours if are still unable to select your MCF ID after an edit is made.>



Overview of Company's CT Journey





3a. Select jobseekers for CT on MCF portal and interview

Go to [MyCareersFuture portal](#), and look for the specific Career Trial position under “Open” or “Closed” tabs

A Singapore Government Agency Website

mycareersfuture Employer [Switch to Jobseeker](#)

[Post Jobs](#) [Employers Toolkit](#)

New! Please note that from 11 April 2021, you will be required to login to government digital services for business (G2B) using Singpass instead of Corppass. For more information, visit: <https://go.gov.sg/corporate-login>.

All Jobs

[Open](#) 19 [Closed](#) 443 [+ Create Job Posting](#)

[Edit company profile](#)

[+ Create Job Posting](#)

[All Jobs](#)

[Talent Search](#)

Here you'll find your job postings that are open for applications. Click on a job below to review your applicants or discover other suggested talents.

Job postings created on external sources cannot be managed on this portal.

Search by job title or JOB-ID

Sort by:

Job Posting	Posted on 8 Jun 2021 Auto-closes in 13 hours	21 Applicants	14 Suggested Talents
-----------------------------	---	---------------	----------------------



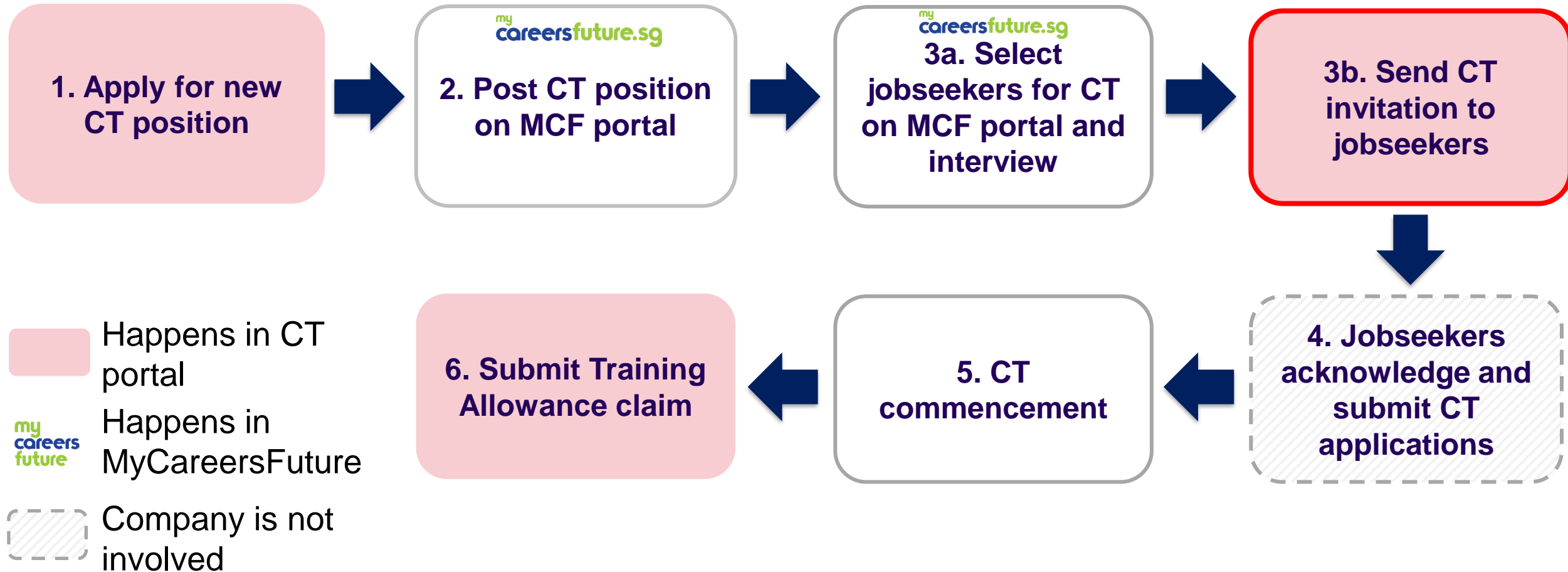
3a. Select jobseekers for CT on MCF portal and interview

Under “Applicants” tab, select the jobseeker who you wish to put on Career Trial and update status to “Hired”

The screenshot displays the 'careersfuture.sg' portal interface. At the top, there are navigation links for 'Employer', 'Adapt & Grow', and 'Search as jobseeker'. The main header shows 'All Jobs' and 'Project Executive'. Below this, the job details for 'Project Executive Manager' are visible, including '1 Vacancy', 'Temporary', 'Information Technology', and dates 'Posted 30 Jan 2020' and 'Closing 5 Feb 2020'. The 'Applicants' tab is highlighted with a red box and shows '2' applicants. Below the tab, there are options to 'Create Job Posting' and 'All jobs'. The applicant list shows two entries: 'Mavis Goh' and 'Benjamin'. Benjamin's entry is highlighted with a red box. To the right of Benjamin's entry, a dropdown menu is open, showing options: 'Shortlisted', 'Shortlisted', 'Unsuccessful', and 'Hired'. The 'Hired' option is highlighted with a red box and a red arrow points to it. Below the dropdown, there are tabs for 'Overview', 'Skills', 'Work Experience', and 'Education History'. The 'Skills' section lists various skills such as 'Agile Methodologies', 'Agile Project Management', 'AML', 'Analysis', 'Banking', 'Budgets', 'Business Analysis', 'Business Intelligence', and 'Business Process'.



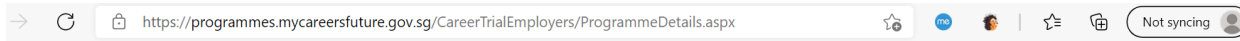
Overview of Company's CT Journey





3b. Send CT invitation to jobseekers

Go to [Career Trial Portal](#)



Career Trial for Employers

Assess jobseekers' job fit through a short-term trial before offering employment

What is Career Trial?

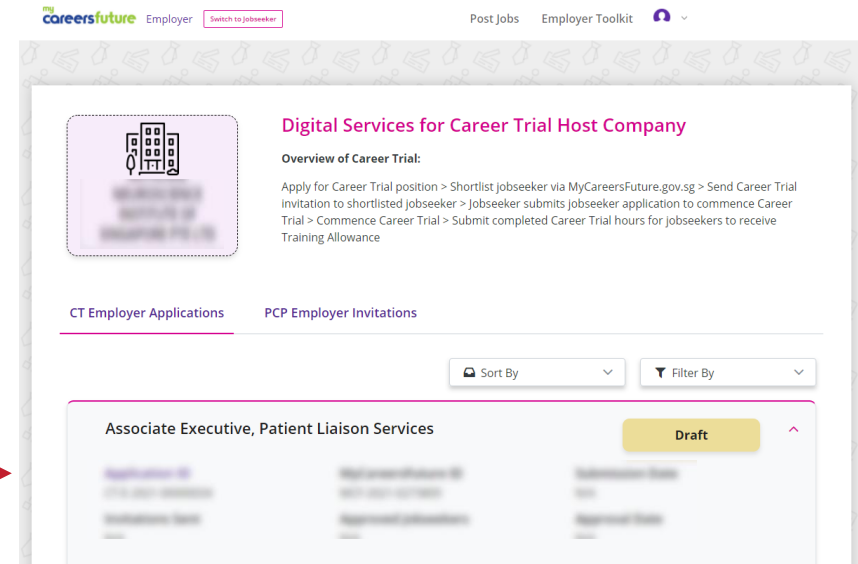
Career Trial is an avenue for employers to assess jobseekers' job fit through a short-term trial, before deciding to offer employment to those found suitable. During the trial duration (up to 480 hours for full time positions and up to 240 hours for part time positions), the training allowance will be borne by WSG / NTUC's e2i.

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



Click Here to Apply

My Applications





3b. Send CT invitation to jobseekers

Laboratory Attendant (21 hours/week) Approved ^

Application ID CT-E-2021-00000032	MyCareersFuture ID MCF-2021-0147484	Submission Date 22-06-2021
Invitations Sent 2 of 5	Approved Jobseekers 1 of 5	Approval Date 22-06-2021

[View Application](#)

[View Jobseeker Applications and Claims](#)

[Vacancies Amendment](#)

[Send or Withdraw Invitations](#)

1

Click **Send or Withdraw Invitations**



3b. Send CT invitation to jobseekers

Did you face an error when trying to send the Career Trial invite?

Please check that your MCF posting is still valid and is tagged as either “Full-Time” or “Part-Time” (depending on your Career Trial position).

You may refer to Section C (Q15 and Q16) of the following MCF guide on how you can extend the validity period of your MCF posting and edit your MCF posting: Go to [Employer \(mycareersfuture.gov.sg\)](https://mycareersfuture.gov.sg) > Scroll to bottom and click on “FAQ”

Laboratory Attendant (21 hours/week)

Application ID

CT-E-2021-00000032

Invitations Sent

2 of 5


MyCareersFuture


MCF-2021-0147484

Approved Jobseekers

1 of 5

 View Application

 View Jobseeker Applications and Claims

 Send or Withdraw Invitations



3b. Send CT invitation to jobseekers

Digital Services for Career Trial Host Company



Job Title : G2C - CT Reporting Test Job Posting
MyCareersFuture ID : MCF-2021-5000139

3 Click Send Invitation

Successful Applicants on MyCareersFuture Portal

Send Invitation

Available Invitations : 1

Total Vacancies : 2

2 Select applicant

Action	Name	NRIC	Email Address
<input type="checkbox"/>	[blurred]	[blurred]	[blurred]
<input type="checkbox"/>	[blurred]	[blurred]	[blurred]
<input type="checkbox"/>	[blurred]	[blurred]	[blurred]
<input type="checkbox"/>	[blurred]	[blurred]	[blurred]



3b. Send CT invitation to jobseekers

Successful Applicants on MyCareersFuture Portal

Send Invitation



Available Invitations : 1

Total Vacancies : 2

Action	Name	NRIC	Email Address
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]

Invited Applicants will be listed here

Applicants Invited for Career Trial

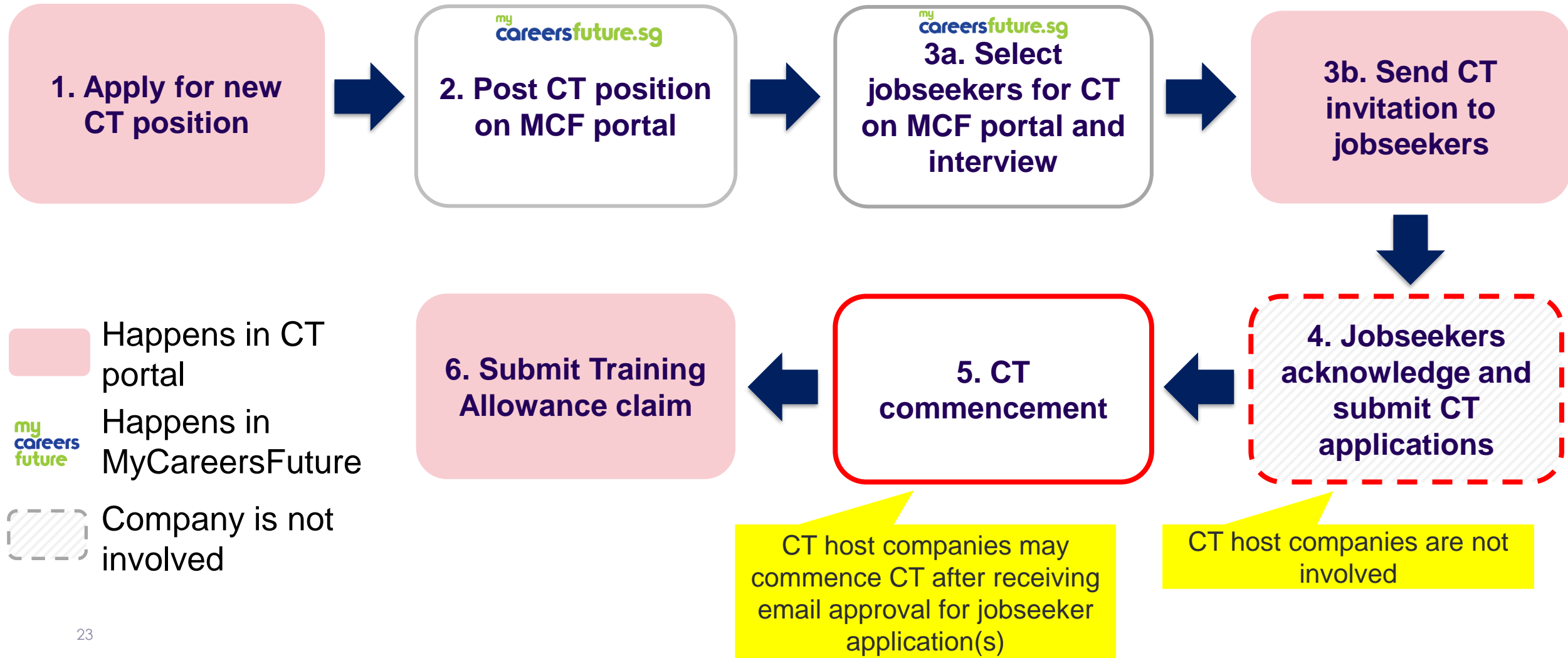
Applicant Name	NRIC	Email Address	Invited On	Status	Action
[Redacted]	[Redacted]	[Redacted]	Fri, 28 May 2021	Application Submitted	
[Redacted]	[Redacted]	[Redacted]	Fri, 28 May 2021	Revoked	
[Redacted]	[Redacted]	[Redacted]	Fri, 28 May 2021	Sent	 

Resent invitation

Withdraw invitation

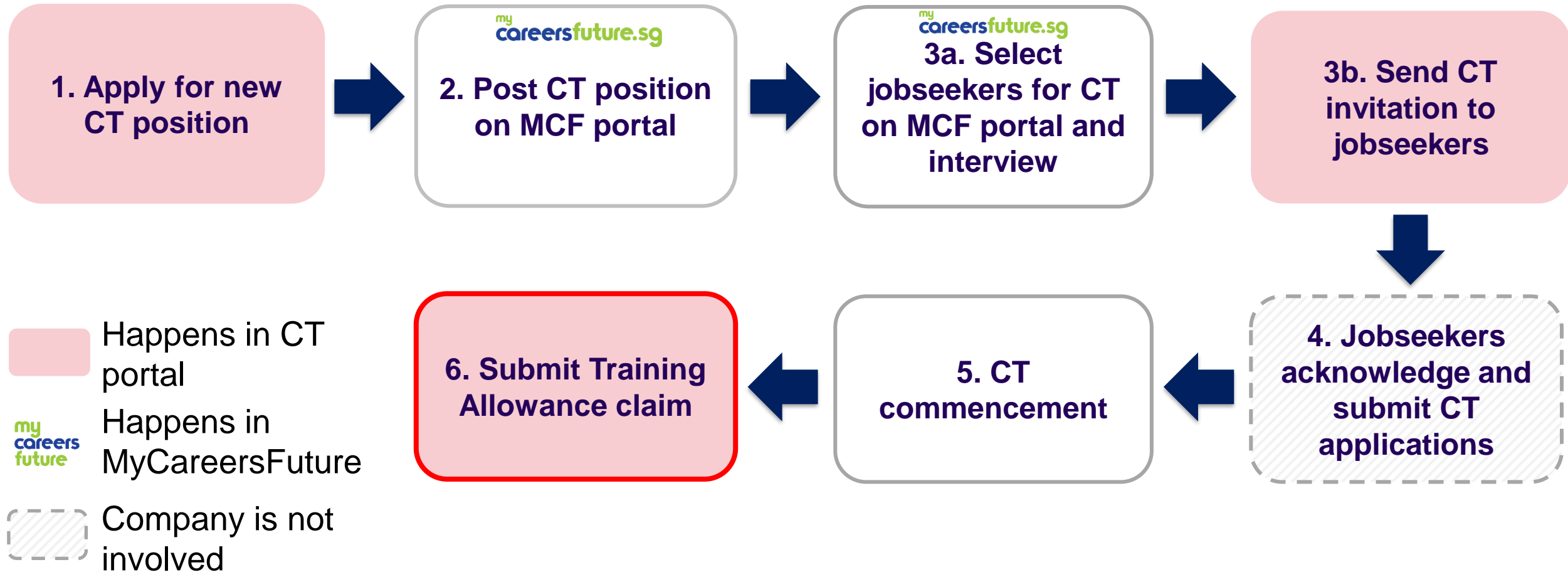


Overview of Company's CT Journey





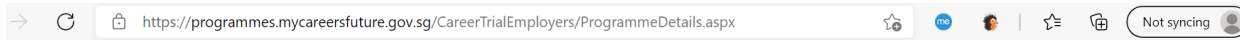
Overview of Company's CT Journey





6. Submit Training Allowance claim

Go to [Career Trial Portal](#)



Career Trial for Employers

Assess jobseekers' job fit through a short-term trial before offering employment

What is Career Trial?

Career Trial is an avenue for employers to assess jobseekers' job fit through a short-term trial, before deciding to offer employment to those found suitable. During the trial duration (up to 480 hours for full time positions and up to 240 hours for part time positions), the training allowance will be borne by WSG / NTUC's e2i.

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



Click Here to Apply

My Applications



careersfuture Employer [Switch to jobseeker](#) [Post Jobs](#) [Employer Toolkit](#)

Digital Services for Career Trial Host Company

Overview of Career Trial:
Apply for Career Trial position > Shortlist jobseeker via MyCareersFuture.gov.sg > Send Career Trial invitation to shortlisted jobseeker > Jobseeker submits jobseeker application to commence Career Trial > Commence Career Trial > Submit completed Career Trial hours for jobseekers to receive Training Allowance

[CT Employer Applications](#) [PCP Employer Invitations](#)

Sort By Filter By

Application ID	Application Status	Application Date
Associate Executive, Patient Liaison Services	Draft	



6. Submit Training Allowance claim

Associate Executive, Patient Liaison Services Approved

Application ID: [REDACTED] MyCareersFuture ID: [REDACTED] Submission Date: 19-06-2021

Invitations Sent: 3 of 3 Approved Jobseekers: 1 of 3 Approval Date: 20-06-2021

[View Application](#) [Vacancies Amendment](#)

[View Jobseeker Applications and Claims](#) [Send or Withdraw Invitations](#)

Jobseeker Applications

Application ID	Name	NRIC	Created On	Approved Hours	Status	Action
CT-I-2021-00000014	[REDACTED]	[REDACTED]	21-06-2021	100	Approved	View Edit Submit Training Allowance Claim
CT-I-2021-00000009	[REDACTED]	[REDACTED]	21-06-2021	100	Approved but Terminated	View

1

Click View Jobseeker Applications and Claims

2

Click Submit Training Allowance Claim



6. Submit Training Allowance claim

3

Enter in claim information

Claim Information ^

Career Trial Commencement Date *

DD-MM-YYYY

Total number of Career Trial hours completed by the jobseeker (exclude absenteeism and MC) *

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). *

-- Please Select --



6. Submit Training Allowance claim

4

Upload supporting documents (if required)

Upload Supporting Documents

For jobseekers who were offered employment by host company after completion of Career Trial at final Training Allowance Claim: Please upload a copy of jobseeker's employment contract. For Part-time Career Trial only: Please complete and upload the Timesheet under FAQ Annex D.

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

Uploaded file size 0.00 / 15MB
0%

Drop Files or Click to Upload


5


Review and acknowledge T&Cs

Declaration

1. You acknowledge that the Jobseeker whom you have submitted claim for, does not have any financial interest, hold any company shares or directorship with the Career Trial host company.
2. 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).

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

 Save and Exit

 Submit

6

Click Submit



6. Submit Training Allowance claim



Your Claim is Submitted!

The jobseeker will receive a notification email to acknowledge the completed Career Trial hours. 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
Job Title: [REDACTED]
Approved Jobseeker: [REDACTED]

[Programme Details](#)

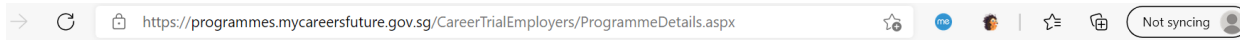
[View Claims](#)



MISC: Apply for additional vacancies

Applicable for companies who have fully utilised all approved vacancies. Please ensure that your job posting can still be reposted, or else, you will need to submit a new CT application instead.

Go to [Career Trial Portal](#)



Career Trial for Employers

Assess jobseekers' job fit through a short-term trial before offering employment

What is Career Trial?

Career Trial is an avenue for employers to assess jobseekers' job fit through a short-term trial, before deciding to offer employment to those found suitable. During the trial duration (up to 480 hours for full time positions and up to 240 hours for part time positions), the training allowance will be borne by WSG / NTUC's e2i.

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



Click Here to Apply

My Applications



The screenshot shows the 'mycareersfuture' Employer portal. At the top, there are navigation links for 'Post Jobs', 'Employer Toolkit', and a user profile icon. The main content area is titled 'Digital Services for Career Trial Host Company' and includes an 'Overview of Career Trial' section with a list of steps: 'Apply for Career Trial position > Shortlist jobseeker via MyCareersFuture.gov.sg > Send Career Trial invitation to shortlisted jobseeker > Jobseeker submits jobseeker application to commence Career Trial > Commence Career Trial > Submit completed Career Trial hours for jobseekers to receive Training Allowance'. Below this, there are two tabs: 'CT Employer Applications' and 'PCP Employer Invitations'. The 'CT Employer Applications' tab is active, showing a table with columns for 'Application ID', 'Application Status', and 'Application Date'. A 'Draft' button is visible next to the first row.



MISC: Apply for additional vacancies

Laboratory Attendant (21 hours/week) Approved ^

Application ID CT-E-2021-00000032	MyCareersFuture ID MCF-2021-0147484	Submission Date 22-06-2021
Invitations Sent 2 of 5	Approved Jobseekers 1 of 5	Approval Date 22-06-2021

[View Application](#) [Vacancies Amendment](#)

[View Jobseeker Applications and Claims](#) [Send or Withdraw Invitations](#)

1

Click Vacancies
Amendment



MISC: Apply for additional vacancies

Invitations Sent
N/A

Approved Jobseekers
N/A

Approval Date
N/A

[Edit Application](#)

Laboratory Attendant

Application ID
CT-E-2021-00000032

Invitations Sent
2 of 5

Approved Vacancies
5

Revised Vacancies

[Cancel](#) [Submit](#)

Approved

Submission Date
22-06-2021

[View Application](#) [Vacancies Amendment](#)

[View Jobseeker Applications and Claims](#) [Send or Withdraw Invitations](#)

2 Enter in revised vacancies number

3 Click Submit



MISC: Apply for additional vacancies

Application status will be updated as follows. Your request will be reviewed

Amendment
Requested
(Vacancies)

Laboratory Attendant (21 hours/week)

Application ID

CT-E-2021-00000032

MyCareersFuture ID

MCF-2021-0147484

Submission Date

22-06-2021

Invitations Sent

2 of 5


Approved Jobseekers


1 of 5


Approval Date

22-06-2021

 View Application

 Vacancies Amendment

 View Jobseeker Applications and Claims

 Send or Withdraw Invitations

