

REFERENCE GUIDE FOR CAREER TRIAL PORTAL – For Jobseekers

(G2C0048)



Cessation of Career Trial

Please take note that the usual claims deadline will apply (provided that the approved CT jobseeker has commenced CT by 31 May 2025[^]):

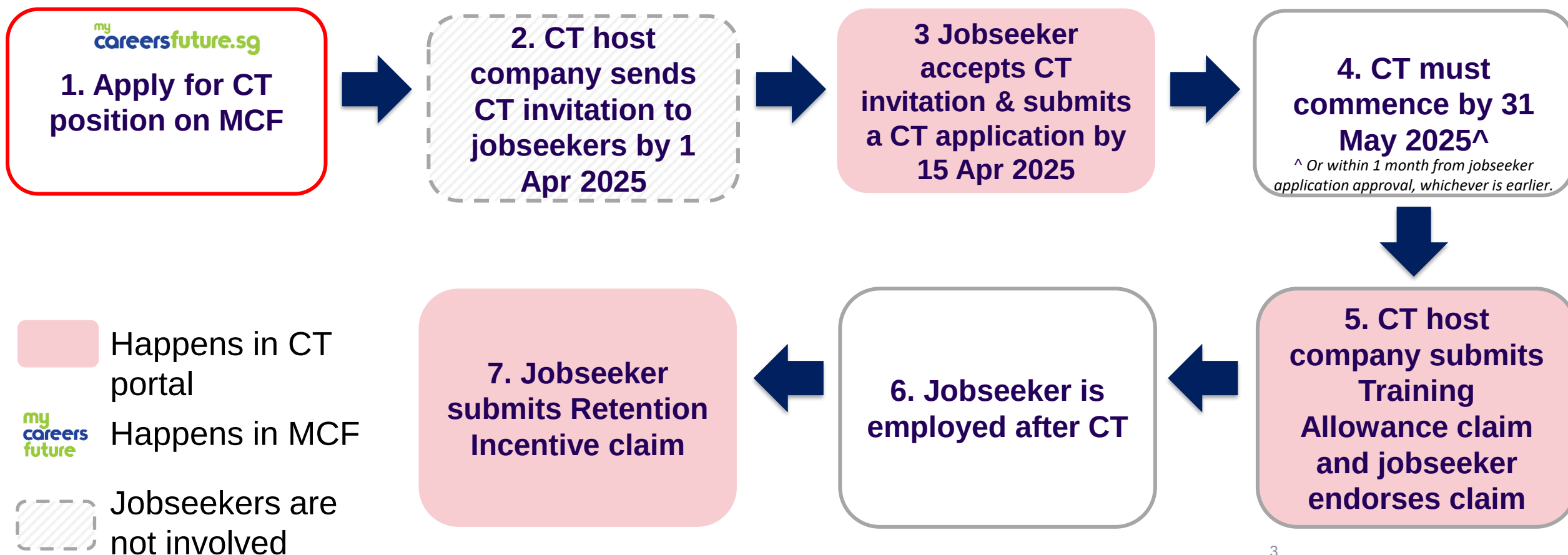
- Training Allowance claim(s)*: 6 months from jobseeker application approval date
- Retention Incentive claim: 9 months from CT end date
- Additional Retention Incentive claim*: 12 months from CT end date

** There will be no reminder notification. Host company/individual should exercise due diligence to submit the claims on time.*

[^] Or within 1 month from jobseeker application approval, whichever is earlier.



Overview of Jobseeker's CT Journey





1. Apply for CT position on MCF

Go to [MyCareersFuture portal](#)



mycareersfuture 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 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



To filter Career Trial positions

mycareersfuture 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

38% skills matched

Posted today

\$1,800 to \$2,400 Monthly

25% skills matched

Posted today

\$2,500 to \$4,000 Monthly

Your skills are also suitable for Executive Manager jobs

40% skills matched

Posted 5 days ago

Salary undisclosed

Sort By: Date Posted

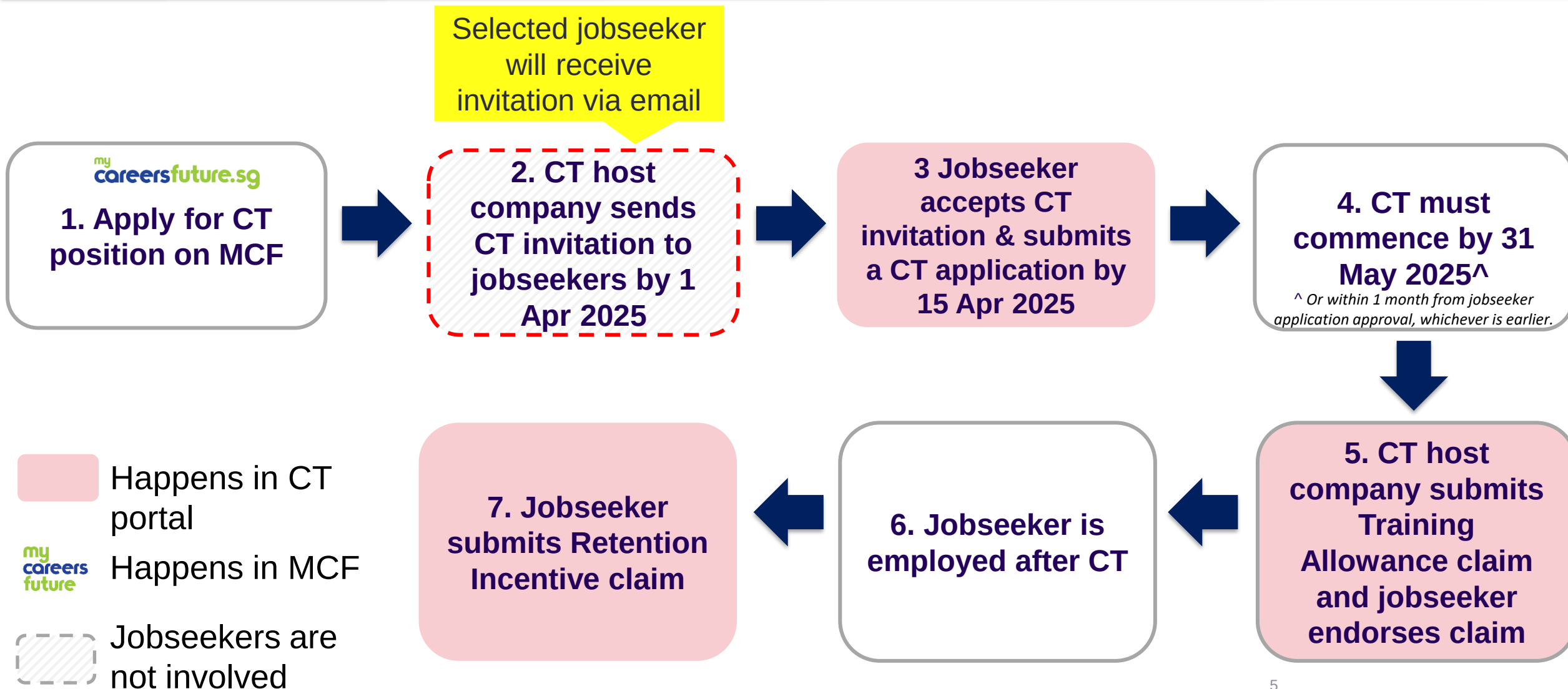
Filter: Minimum Salary All Employment Types Job Function

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

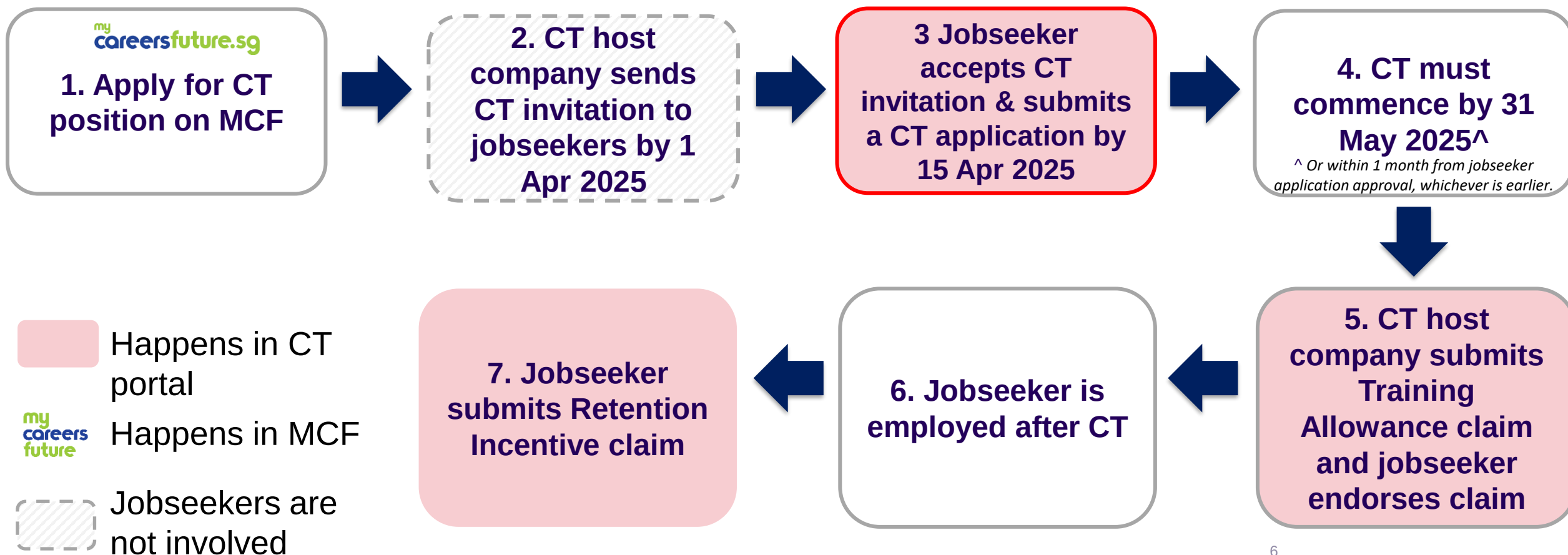


Overview of Jobseeker's CT Journey





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

Name

Person_ID_111ABHH

Registered Address

41, JALAN TECK WHYE, #9-148, 544293

Contact Number *

Singapore

Email Address *

test@gmail.com

Have you completed National Service? *

☒ Yes ☐ No ☐ 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.

Application for Career Trial

Job Title

Guest Services Ambassador

MyCareersFuture ID

MCF-2021-0196194

Career Trial Host Company

Occupation

HOTEL RECEPTIONIST

Applied with

WSG

Employment Type

Full Time

Expected Monthly Gross Salary (SGD)

\$1,800.00

Total Career Trial Hours

320

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

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.

2

Provide Personal Information

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 CPFB 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



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:
Job Position: G2C - CT Reporting Test Job Posting

Programme Details

View Applications

4

Review and
acknowledge
T&Cs

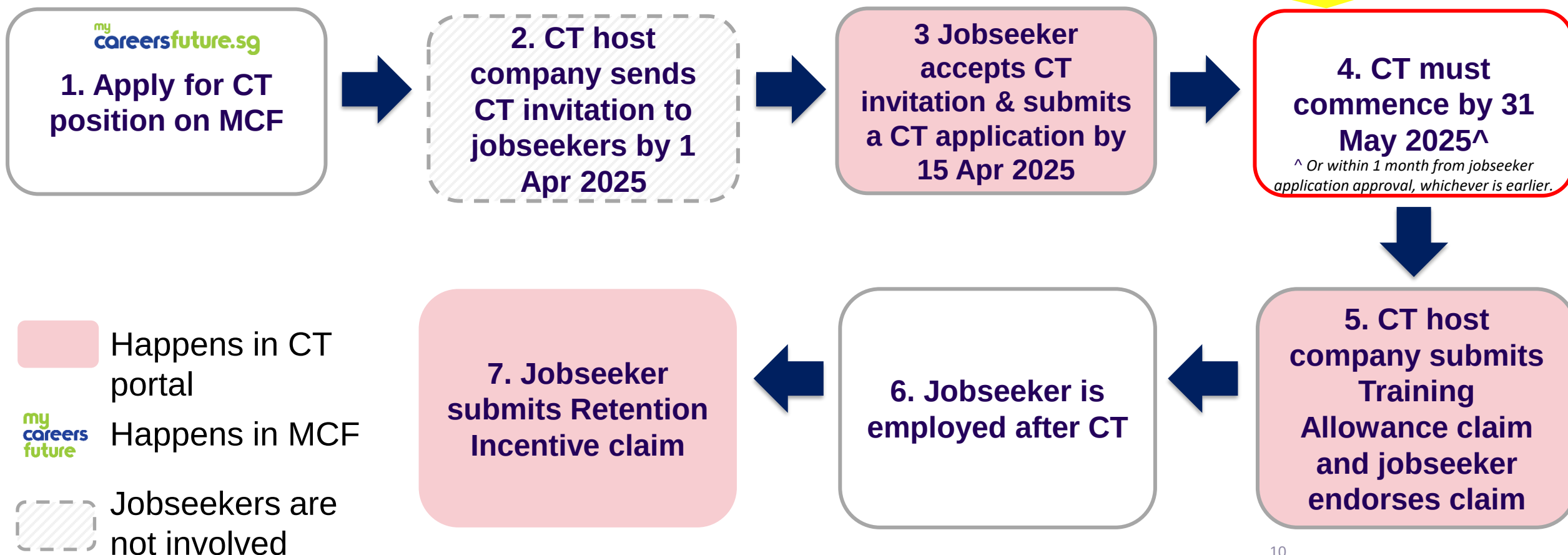
5

Click
Submit



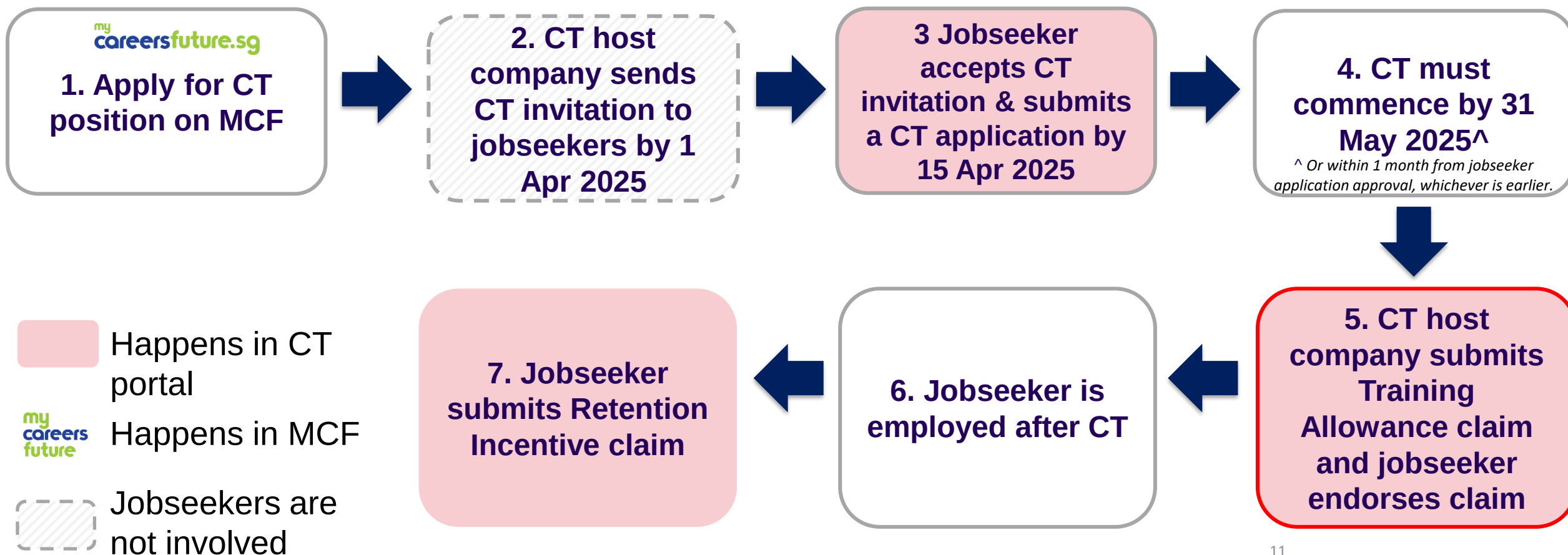
Overview of Jobseeker's CT Journey

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





1

File

Message

Help

Delete

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 - Message (HTML)

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

SSG-WSG Support <donotreply@ssg-wsg.gov.sg>

To test_emailGAAFAEB@email.com

Reply

Reply All

Forward

Tue 7/6/2021 3:11 AM

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.



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	Select Action▼ Select Action Endorse Claim View Claim

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

Supporting Documents

☒ My Recomm...

Claim Information by Jobseeker

I agree to the total number of Career Trial hours completed (exclude absenteeism and MC). *

-- Please Select --

This is the final training allowance claim. *

-- Please Select --

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

3

Review personal 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 224.

☐ 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, WSG will disburse the Training Allowance via PayNow. For NTUC's e2i approved jobseeker applications, e2i will disburse the Training Allowance via GIRO.

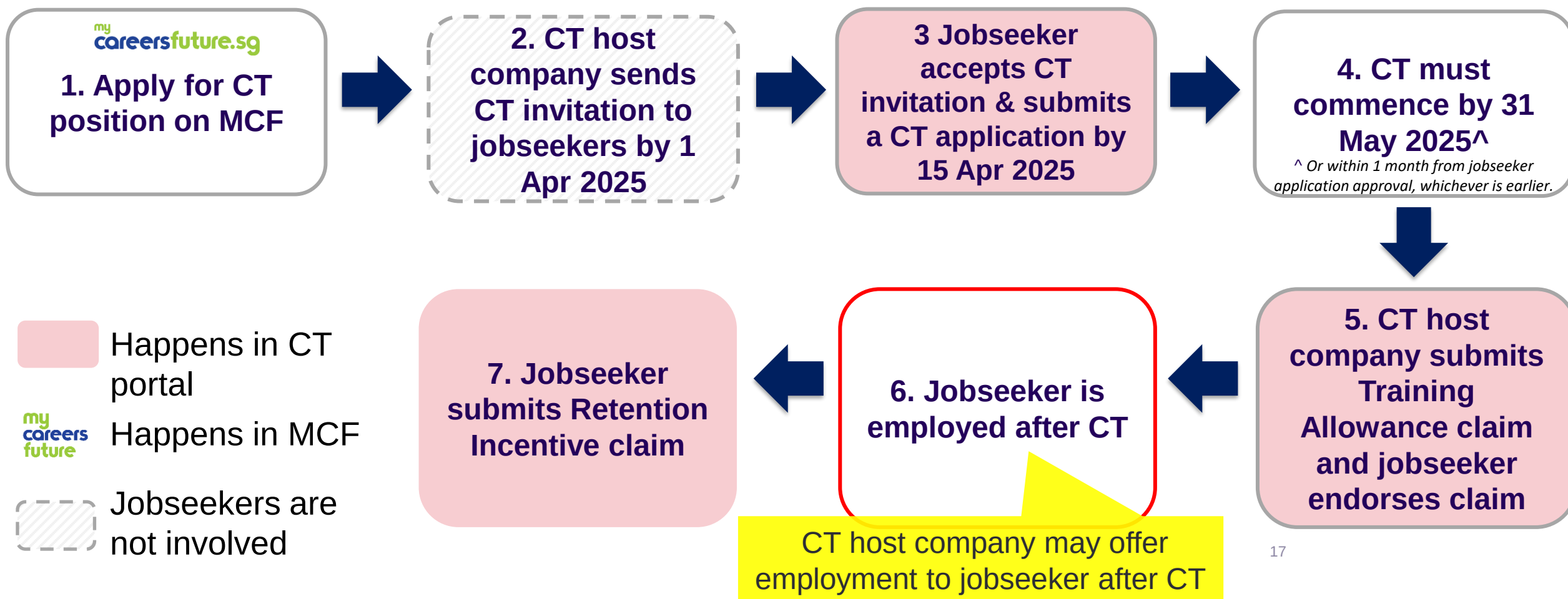
What happens if it's a Final Training Allowance claim?

- 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.

Career Trial Claims					
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▼

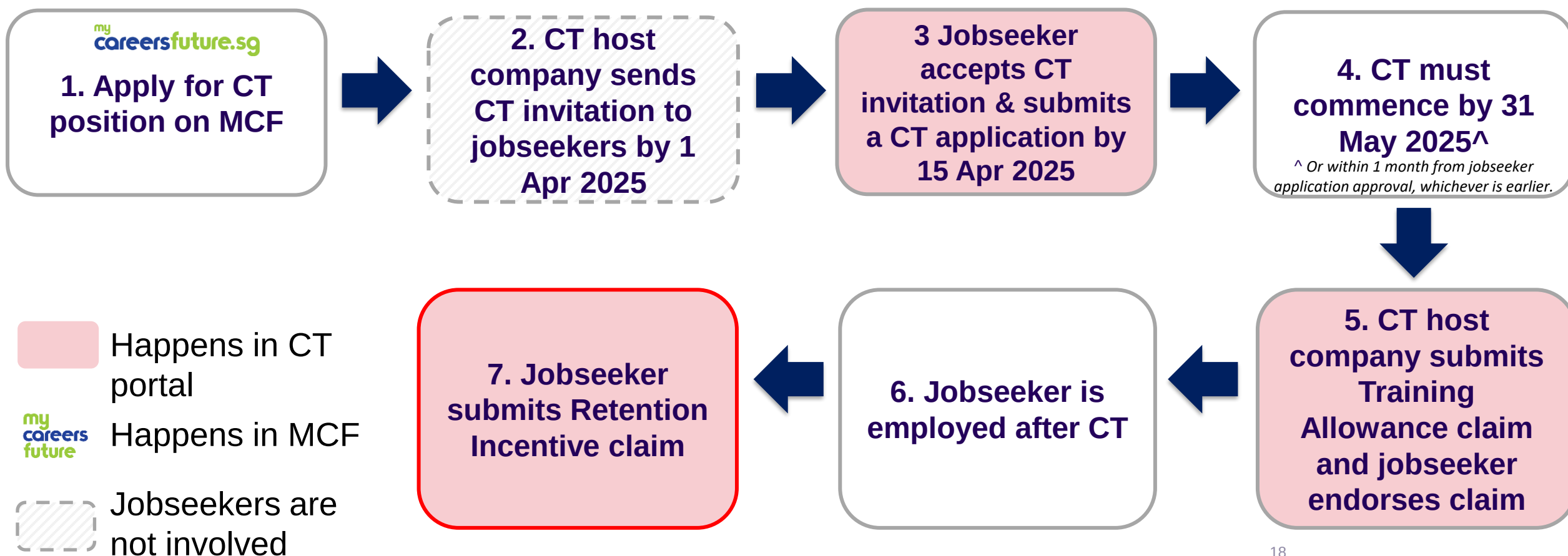


Overview of Jobseeker's CT Journey





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			02-06-2021	420	Approved	Select Action▼ Select ActionView ApplicationCreate 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

Name Person_ID_GAAFAEB

Citizenship SINGAPORE CITIZEN

Contact Number *

Singa... ▼

Email Address *

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

5

Review and
acknowledge
T&Cs

6

Click **Submit**

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, WSG 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.

