

# **REFERENCE GUIDE FOR CAREER TRIAL PORTAL – For Jobseekers**

(G2C0048)



# Cessation of Career Trial

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

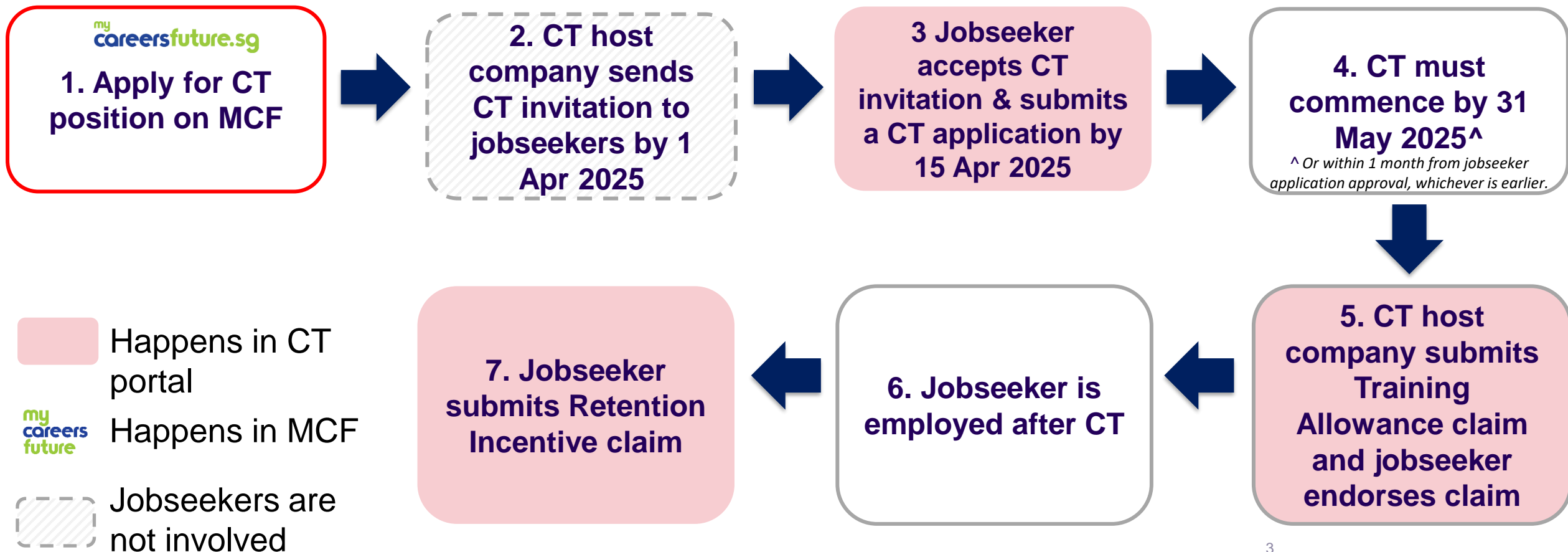
- Training Allowance claim(s)\*: 6 months from jobseeker application approval date
- Retention Incentive claim: 9 months from CT end date
- Additional Retention Incentive claim\*: 12 months from CT end date

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

*<sup>^</sup> 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](#)



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 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

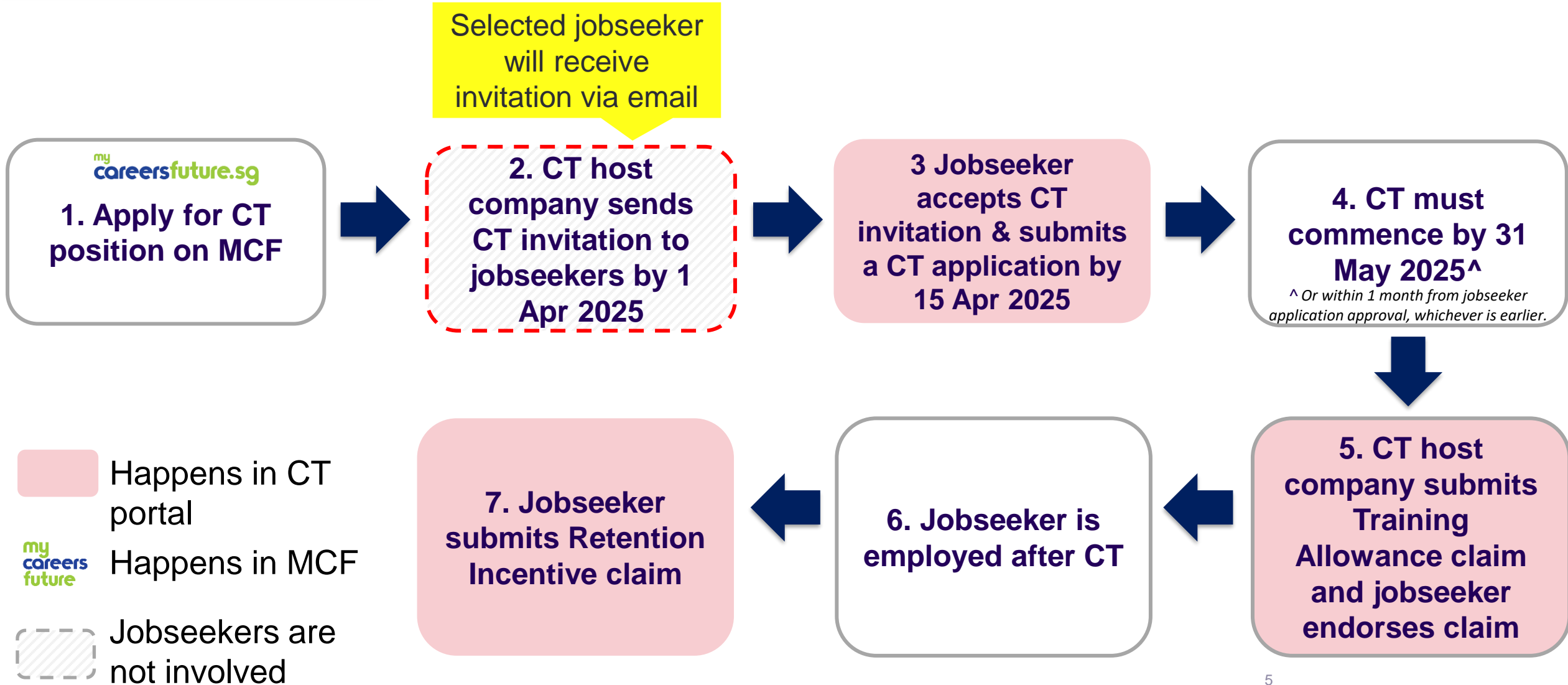
25% skills matched Posted today \$2,500 to \$4,000 Monthly

40% skills matched Posted 5 days ago Salary undisclosed

To filter Career Trial positions

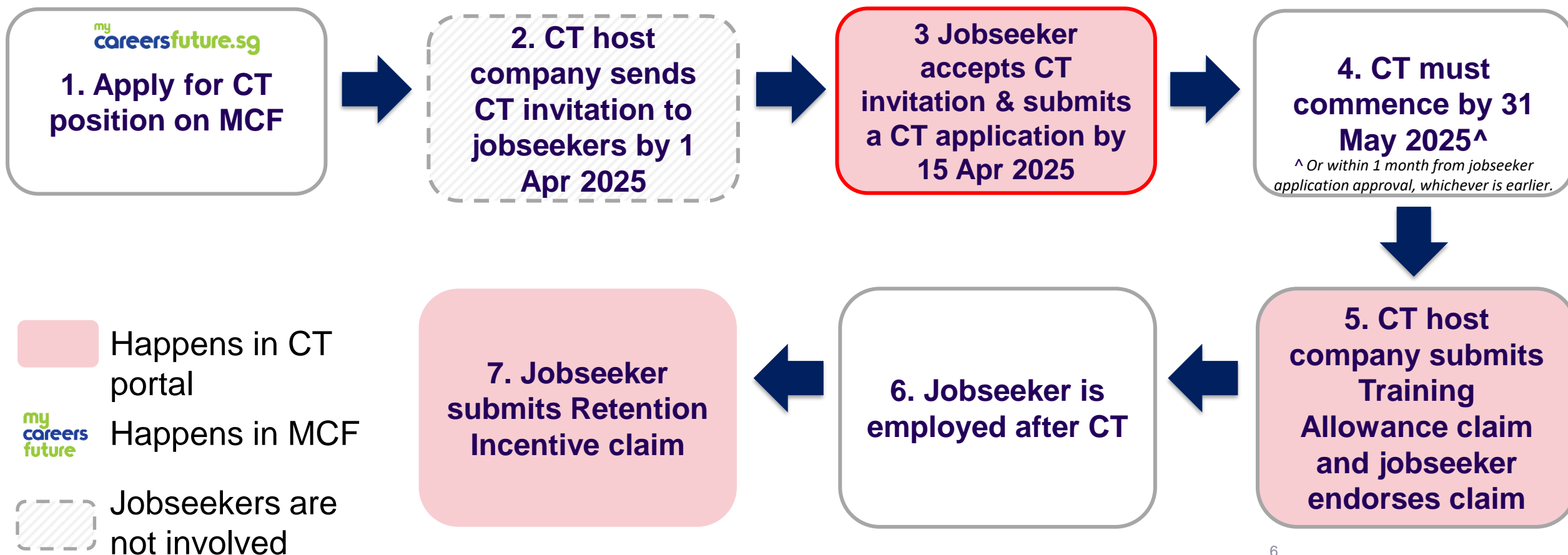


# Overview of Jobseeker's CT Journey





# 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]

Reply Reply All Forward  
Tue 7

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 [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](https://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

**Registered Address**  
41, JALAN TECK WHYE, #9-148, 544293

**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.

2

Provide Personal Information

**Application for Career Trial**

**Job Title** MyCareersFuture ID  
Guest Services Ambassador MCF-2021-0196194

**Career Trial Host Company** Occupation  
HOTEL RECEPTIONIST

**Applied with**  
WSG

Employment Type	Expected Monthly Gross Salary (SGD)	Total Career Trial Hours
Full Time	\$1,800.00	320

**Outline of Career Trial Objectives**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eu metus egestas, tristique urna non, facilisis lorem. Proin consectetur maximus enim quis dignissim. Nam vulputate ipsum in faucibus ornare. Donec quis auctor eros. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed id nunc eu nisi feugiat efficitur. Integer posuere elit libero, suscipit ultricies metus rutrum vel. Duis luctus tempus ante nec egestas. Vestibulum vel eros sit amet leo tristique vulputate id vel eraturs. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eu metus egestas, tristique urna non, facilisis lorem. Proin consectetur maximus enim quis dignissim. Nam vulputate ipsum in faucibus ornare. Donec quis auctor eros. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed id nunc eu nisi feugiat efficitur. Integer posuere elit libero, suscipit ultricies metus rutrum vel. Duis luctus tempus ante nec egestas. Vestibulum vel eros sit amet leo tristique vulputate id vel eraturs.

**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](#)



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](#)

4

Review and  
acknowledge  
T&Cs

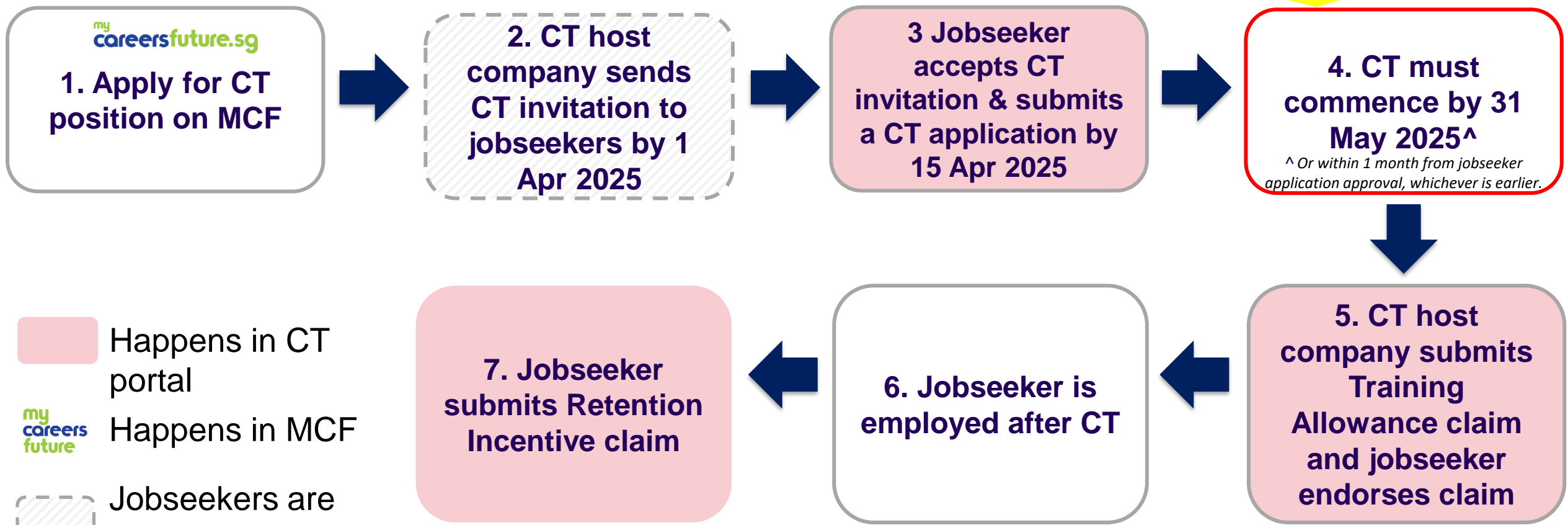
5

Click  
Submit



# Overview of Jobseeker's CT Journey

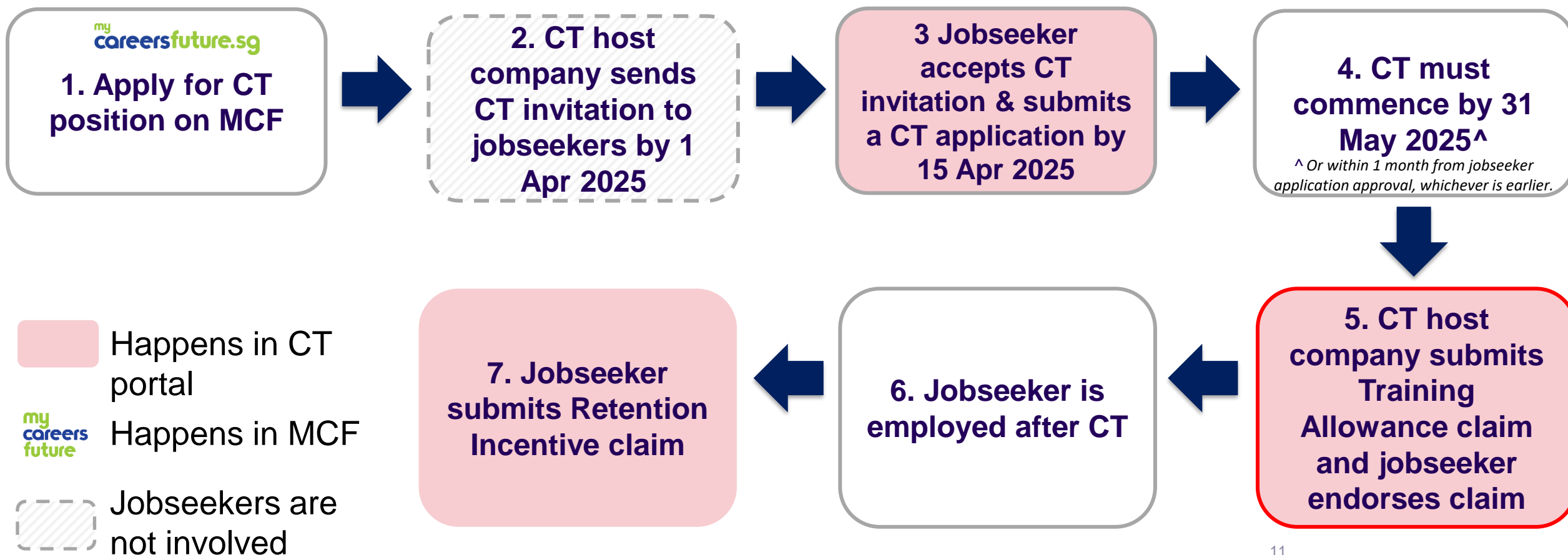
CT host companies and jobseekers to commence CT by 31 May 2025 after receiving written approval from WSG / NTUC's e2i



- Happens in CT portal
- Happens in MCF
- Jobseekers are not involved



# 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

1  
Login My Applications via Singpass

**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](mailto: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	<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">Select Action ▾</div><div style="background-color: #007bff; color: white; padding: 2px;">Select Action</div><div style="padding: 2px;">Endorse Claim</div><div style="padding: 2px;">View Claim</div></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: [Redacted] Contact Number \*: Singapore [Redacted]  
Name: Person\_ID\_GAAFADH Email Address \*: test\_emailGAAFADH@email.com  
Citizenship: SINGAPORE CITIZEN

3

Review personal information

#### 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...

4

Review supporting documents and claim information

#### 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

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, 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?

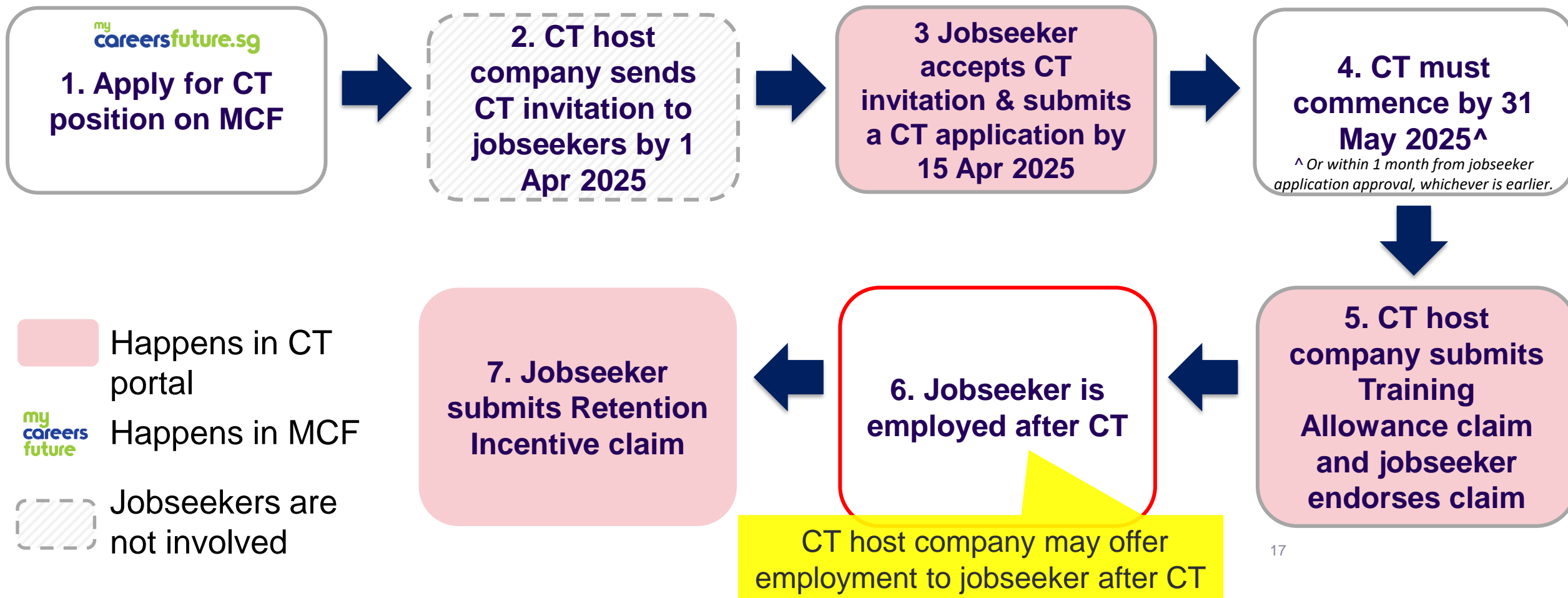
- Go through the same steps as the above! There is no additional information or action required from you for endorsing a Final Training Allowance Claim.
- You will see 'Final Training Allowance' as listed under your Claim Type.
- Note: If jobseekers are hired upon completion of CT, CT host companies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



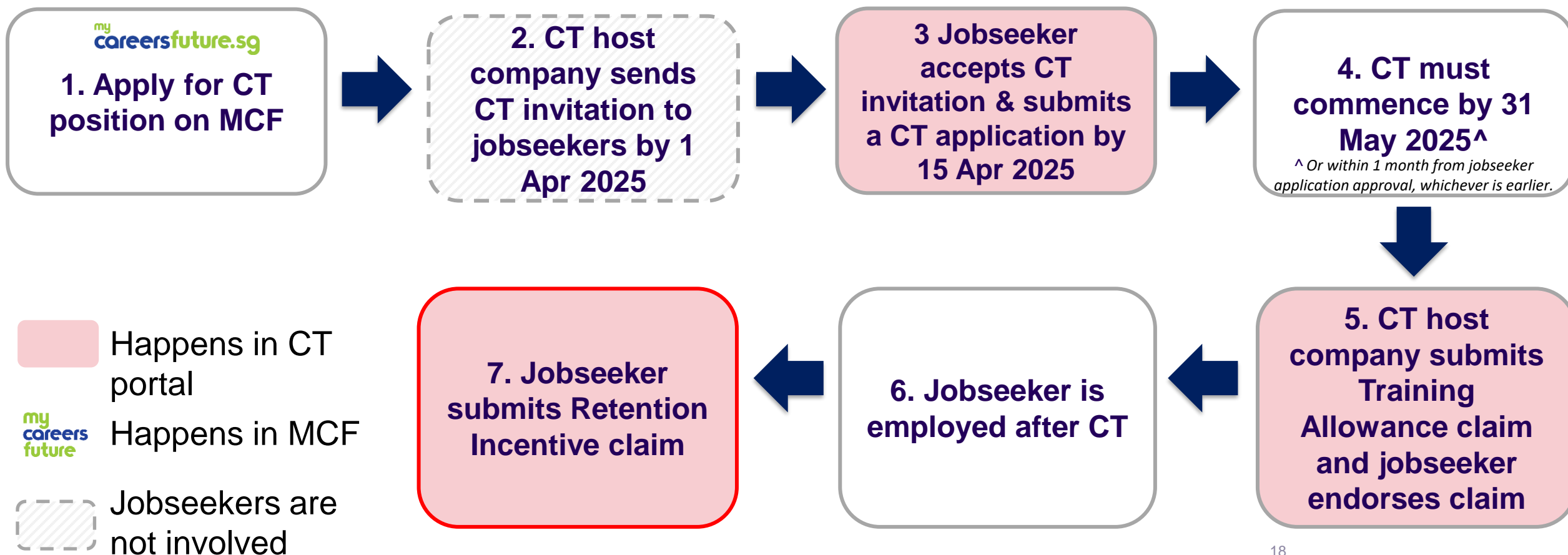


# Overview of Jobseeker's CT Journey





# 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?**

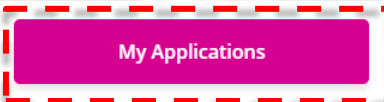
Jobseekers can gain experience through a short-term trial to be assessed for employment paying at least \$1,500/month for full-time position, or \$750/month for part-time position. During the trial, jobseekers will receive training allowance from WSG / NTUC's e2i. If jobseekers get employed after the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



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: [Redacted]      Contact Number \*: Singa... [Redacted]  
Name: Person\_ID\_GAAFAEB      Email Address \*: [Redacted]  
Citizenship: SINGAPORE CITIZEN

**Claim Information**

Employed By Host Company: No

Employer Name \*: Enter at least 3 characters to search

Employer UEN: [Redacted]

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. \*

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, 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.

