## CCP FOR SME PROFESSIONALS APPLICATION FORM: NEW HIRES MODALITY

## Instructions

- 1) All fields are to be completed.
- 2) The approval of this application is at the sole discretion of Workforce Singapore (WSG) and the Singapore Business Federation (SBF). WSG and SBF is not obliged to state the reasons for its decision.
- 3) By submitting the application to WSG and SBF, the Company declares that the information provided/attached is true and accurate.
- <u>4)</u> WSG and SBF may audit the relevant documents submitted by the Company from time to time. The Company is expected to render full assistance upon request.

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Company's Information				
Registered Business Name				
Company's Address				
Business UEN				
Current Workforce Size	Total Number of Employees: XX			
current worklorde size	XX% of current workforce size are locals (SC & PR)     XX% of locals are mature workers			
Name of Contact Person (Overseeing the On-Job-Training for the candidate)	7 Will of focus are mater	e workers		
Designation				
Email				
Contact Number				
Name of Candidate for this Application				
Candidate's NRIC No.				
Office Email				
Contact Number				
<u>Previous Employer</u> Name				
<u>Previous Job</u> Designation				
Last Drawn Salary				
<u>Last Employment Date</u> with Previous				
Provide a description on how the new roles/s	Don Career Conversion  copes differ from the trainee's particular properties of Skills/Industry).	revious job experiences (i.e.,		
Short summary of the difference between before and after role to justify conversion.				
Breakdown of difference by:	Before	After		
Skillsets/Knowledge				

Industries/Business Function	

## Please answer the following questions before submission to WSG and SBF (please tick off)

1. My company is registered or incorporated in Singapore.					
□ Yes □ No					
2. The job role(s) offer monthly gross salaries of at least S\$3,000 (Minimum salary reduced to S\$3,000 for CCP-SMEP until 30 Jun 26)					
□ Yes □ No					
3. The job roles are within <u>Singapore Standard Occupational Classification (SSOC) 1 to 3</u> (i.e. PMETs roles).					
□ Yes □ No					
4. My company have onboarded <u>CCP for SME Professionals</u> previously.  *If the answer for 4 is "No", to proceed to questions 5 (skip 4a, 4b and 4c).					
□ Yes □ No					
4a. If company previously onboarded a PMET onto this CCP for SME Professionals and this is the second or more PMET being onboarded:					
Please indicate the previous HCDT assessment date in MM/YY:					
Is the HCDT assessment done less than 12 months ago? *If the answer for 4a is "No" (i.e. done more than 12 months ago), to proceed to questions 5 (skip 4b and 4c).					
☐ Yes ☐ No					
4b. If the HCDT assessment is done less than 12 months ago, is the previously CCP candidate(s) still employed with your company? *If the answer for 4b is "Yes", to proceed to questions 5 (skip 4c).					
□ Yes □ No					
4ci. What were the specific reasons for the previous candidate(s)' departure?					
4cii. How do you plan to ensure better retention if granted another opportunity to hire another PMET under the programme?					

5. My company acknowledges that On-The-Job Training has to comm	nence within 3 months from the start date of			
5. My company acknowledges that On-The-Job Training has to commence within 3 months from the start date of employment for the new hire.				
☐ Yes ☐ No				
6. My company acknowledges that the new hire must complete the approved CCP duration to be eligible for the salary support.	mandatory 3-day workshop within the			
□ Yes □ No				
7. My company has ensured that the employee(s) to be placed on the	ne nrogramme must:			
Be a Singapore Citizen or Permanent Resident aged 21 years and a singapore Citizen or Permanent Resident Aged 21 years and a singapore Citizen or Permanent Resident Aged 21 years and a singapore Citizen or Permanent Resident Aged 21 years and a singapore Citizen Or Permanent Resident Aged 21 years and a singapore Citizen Or Permanent Resident Aged 21 years and a singapore Citizen Or Permanent Resident Aged 21 years and a singapore Citizen Or Permanent Resident Resi	· -			
Have graduated or completed NS for at least 2 years, whichever				
<ul> <li>Not be a shareholder of the CCP company or its related complisted companies].</li> </ul>	panies [Excluding publicly traded shares in			
Not be related to the owner(s) of the CCP company.				
☐ Yes ☐ No				
Checklist for Supporting Doc				
Please ensure the following supporting documents are comp	leted before submission of application:			
☐ The CCP for SME Professionals application form, signed by the org	ganisation's owner, shareholder, directors or			
a representative from senior management.				
☐ On-The-Job Training Plan [via the provided Excel Template]				
☐ Latest ACRA [within 6 months]				
☐ New Hire's Resume/CV				
☐ New Hire's Job Description				
☐ New Hire's Employment Contract				
Company's IHRP Human Capital Diagnostic Tool (HCDT) Assessme	nt Report (within past 12 months)			
<ul> <li>Supporting Document to proof SME's status</li> <li>Latest Financial/ Income statement</li> </ul>				
CPF Form 90 & list of Work Permit holders (only required for company with	n annual sales turnover of \$\$100 million and above)			
Please have the following supporting documents ready befor	e submission of claims:			
Completed OJT plan, PMET Evaluation form, Career Health Temp				
Monthly payslips, CPF Contribution Statements for the supporte				
Certificate of Attendance for PMET and SME Supervisors for the	3-day Workshop			
I confirm that information provided in this application is true and accept WSG to evaluate my application for the CCP for SME Professionals	<u> </u>			
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Name	Signature:			
Name: Designation:				
Name of Organisation:				
Date:				
For Official Use Only (not to be filled by applicant):				
For Official Use Only (not to be filled by applicant):				
SBF's Assessment				