

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. 4) 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.		
Company's Information		
Registered Business Name		
Company's Address		
Business UEN		
Current Workforce Size	Total Number of Employees: XX • XX% of current workforce size are locals (SC & PR) • XX% of locals are mature workers	
Name of Contact Person <i>(Overseeing the On-Job-Training for the candidate)</i>		
Designation		
Email		
Contact Number		
Name of Candidate for this Application		
Candidate's NRIC No.		
Office Email		
Contact Number		
Previous Employer Name		
Previous Job Designation		
Last Drawn Salary		
Last Employment Date with Previous Employer		
Details on Career Conversion		
<i>Provide a description on how the new roles/scopes differ from the trainee's previous job experiences (i.e., showing conversion of Skills/Industry).</i>		
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 \$3,500

☐ Yes ☐ No

3. The job roles are within [Singapore Standard Occupational Classification \(SSOC\) 1 to 3](#) (i.e. PMETs roles).

☐ Yes ☐ No

4. My company have onboarded **CCP for SME Professionals** 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 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 **mandatory 3-day workshop** within the approved CCP duration to be eligible for the salary support.

☐ Yes ☐ No

7. My company has ensured that the employee(s) to be placed on the programme must:

- Be a Singapore Citizen or Permanent Resident aged 21 years and above.
- Have graduated or completed NS for at least 2 years, whichever is later, at the point of application.
- Not be a shareholder of the CCP company or its related companies [Excluding publicly traded shares in listed companies].
- Not be related to the owner(s) of the CCP company.

☐ Yes ☐ No

Checklist for Supporting Documents:

Please ensure the following supporting documents are completed before submission of application:

☐ The CCP for SME Professionals application form, signed by the organisation'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 (HCDD) Assessment Report (**within past 12 months**)

☐ Supporting Document to proof SME's status

- Latest Financial/ Income statement
- CPF Form 90 & list of Work Permit holders (*only required for company with annual sales turnover of S\$100 million and above*)

Please have the following supporting documents ready before submission of claims:

- Completed OJT plan, PMET Evaluation form, Career Health Template
- Monthly payslips, CPF Contribution Statements for the supported OJT duration of the approved Trainee
- Certificate of Attendance for PMET and SME Supervisors for the 3-day Workshop

I confirm that information provided in this application is true and accurate and acknowledge that it will be used by WSG to evaluate my application for the CCP for SME Professionals funded by WSG.

Name:
Designation:
Name of Organisation:
Date:

Signature:

For Official Use Only (not to be filled by applicant):

SBF's Assessment

