

CCP FOR SUSTAINABILITY 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 Singapore Business Federation (SBF). SBF is not obliged to state the reasons for its decision. 3) By submitting the application to SBF, the Company declares that the information provided/attached is true and accurate. 4) 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	
Name of Contact Person <i>(Overseeing the On-Job-Training for the candidate)</i>	
- Designation	
- Office Email	
- Contact Number	
Name of #1 Candidate for this Application <i>(if more than 1 candidate please insert the required rows for each candidate)</i>	
#1 Candidate's NRIC No.	
- Office Email	
- Contact Number	
- Previous Employer Name	
- Previous Job Designation	
- Last Drawn Salary	
- Last Employment Date with Previous Employer	
Company's Sustainability Plan (Requires strong sustainability elements and business case for implementation, leading to sustainability strategies and new sustainability roles of the candidate)	
Overview of Sustainability Plan	1. <i>Provide an overview of the company, its business and operations.</i> 2. <i>Current situation (Key Challenges/Issues in specific areas of sustainability)</i> 3. <i>Strategic plans for sustainability that company wished to achieve</i>

	<p>4. <i>Problem statement/ gaps/ challenges identified</i></p> <p>5. <i>Proposed solutions/actions plans (e.g. equipment / projects/ research/ training plan)</i></p> <p>6. <i>How does the solutions/action plans related to sustainability enhance business capabilities (eg improve productivity, innovation, compliance to certain regulations or customer's requirement, etc)</i></p> <ul style="list-style-type: none"> • <i>Where company is when it comes to Sustainability implementation (or related product and services) and how company intends to increase its capability in this area.</i> • <i>Which areas of Sustainability, company intends to implement and what are the outcome expected (eg aligning to which specific sustainability standards/guideline to achieve clients/regulation requirements, etc).</i> <p>7. <i>How the candidates will be involved in these action plans</i></p>
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Checklist for Supporting Documents:

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

- The CCP for Sustainability 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 MS word Template]
- Latest ACRA [within 6 months]
- New Hire's Resume/CV
- New Hire's Job Description
- New Hire's Employment Contract

- Please have the following supporting documents ready before submission of claims:**
- Completed/Signed On-The-Job Training Form
 - Certificate of completion/participation for the required course/s
 - Monthly payslips & CPF Contribution Statements for the supported OJT duration of the approved Trainee.
 - Company Bank Details [Provided in the Letter of Offer]

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

<p>Name:</p> <p>Designation:</p> <p>Name of Organisation:</p> <p>Date:</p>	<p>Signature:</p> <hr style="border: 1px solid black; margin-top: 20px;"/>
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