**CCP FOR WHOLESALE TRADE PROFESSIONALS AND ASSOCIATES**

**APPLICATION FORM: NEW HIRES MODALITY**

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| **Instructions** | | |
| 1. All fields are to be completed. 2. The approval of this application is at the sole discretion of Workforce Singapore (WSG). WSG is not obliged to state the reasons for its decision. 3. By submitting the application to WSG, the Company declares that the information provided/attached is true and accurate. 4. WSG 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** |  | |
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| **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**  *(Overseeing the Job Redesign Reskilling Programme)* |  | |
| **Designation** |  | |
| **Email** |  | |
| **Contact Number** |  | |
| **Details on Career Conversion**  *Provide a description on how the new roles/scopes differ from the trainee's previous job experiences (i.e., showing conversion of Skills/Industry).* | | |
| **Short summary of the difference between before and after role to justify conversion** |  | |
| **Breakdown of difference by:** | **Before** | **After** |
| **Skillsets/Knowledge** |  |  |
| **Industries/Business Function** |  |  |

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| **Please answer the following questions before submission to WSG** *(please tick off)* |

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| 1. My company is registered or incorporated in Singapore.   |  |  | | --- | --- | | Yes | No | |
| 2. The job role(s) offer monthly gross salaries of at least at least $2,800 (PMET) and/or $2,200 (non-PMET).   |  |  | | --- | --- | | Yes | No | |
| 3. 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 | |
| 4. My company will send across the On-The-Job Training Plan [via the provided Excel Template] to the programme partner at least 2 weeks before the commencement of On-The-Job Training.   |  |  | | --- | --- | | Yes | No |   On-The-Job Training is expected to commence on \_\_\_\_\_\_\_\_\_\_. |
| 5. 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 | |

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| **Checklist for Supporting Documents:** |
| **Please ensure the following supporting documents are completed before submission of application:** |

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| ☐ The CCP for Wholesale Trade Professionals and Associates application form, signed by the organisation’s owner, shareholder, directors or a representative from senior management.  ☐ On-The-Job Training Plan and Trainee Details [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 |
| **Please have the following supporting documents ready before submission of claims:** |
| * Completed Job Redesign & Training Plan * Monthly payslips & CPF Contribution Statements for the supported OJT duration of the approved Trainee. |

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| 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 Wholesale Trade Professionals and Associates funded by WSG. | |
| Name:  Designation:  Name of Organisation:  Date: | Signature: |

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

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| **SBF/ESG’s Assessment** |

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| **WSG’s Evaluation** |

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| Approved  Not Approved |
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