**CCP FOR SUSTAINABILITY PROFESSIONALS**

**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 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.
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| **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 On-Job-Training for the candidate)* |  |
| **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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| **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. *Provide an overview of the company, its business and operations.*
2. *Current situation (Key Challenges/Issues in specific areas of sustainability)*
3. *Strategic plans for sustainability that company wished to achieve*
4. *Problem statement/ gaps/ challenges identified*
5. *Proposed solutions/actions plans (e.g. equipment / projects/ research/ training plan)*
6. *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)*
7. *How the candidates will be involved in these action plans*
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| **Please answer the following questions before submission** *(please tick off)* |

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| 1. My company is registered or incorporated in Singapore.

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| [ ]  Yes  | [ ]  No |

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| 2. The job role(s) offer monthly gross salaries of at least at least $2,500 (PMET).

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| [ ]  Yes  | [ ]  No |

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| 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.

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| [ ]  Yes  | [ ]  No |

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| 4. My company will send across the On-The-Job Training Plan [via the provided MS Word Template] to SBF at least 2 weeks before the commencement of On-The-Job Training.

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| [ ]  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.

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| [ ]  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 Sustainability Professionals 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 On-The-Job Training Form
* 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 SBF to evaluate my application for the CCP for Sustainability Professionals funded by WSG. |
| Name:Designation:Name of Organisation:Date:  | Signature: |