

## New questions in employment pass application aimed at enhancing employer's recruitment practices



The Ministry of Manpower (MOM) has introduced new questions which apply to all new Employment Pass (EP) applications. This is in line with the MOM's increased scrutiny and greater emphasis on the employer's hiring practices.

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### Why this matters

Employers applying for an EP will need to provide additional information on its recruitment processes and demonstrate that Singapore citizens and Permanent Residents have been considered fairly for the job. This includes proper record-keeping of the recruitment process and applicants who responded to the job vacancy.

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### Background

Since the introduction of the Fair Consideration Framework<sup>1</sup> (FCF), the Singapore Government has set out its expectations on employers to ensure that Singapore citizens and Permanent Residents have been considered fairly for job opportunities. The Jobs Bank advertisement requirement is the cornerstone of the FCF's aim at ensuring fair employment practices by all employers.

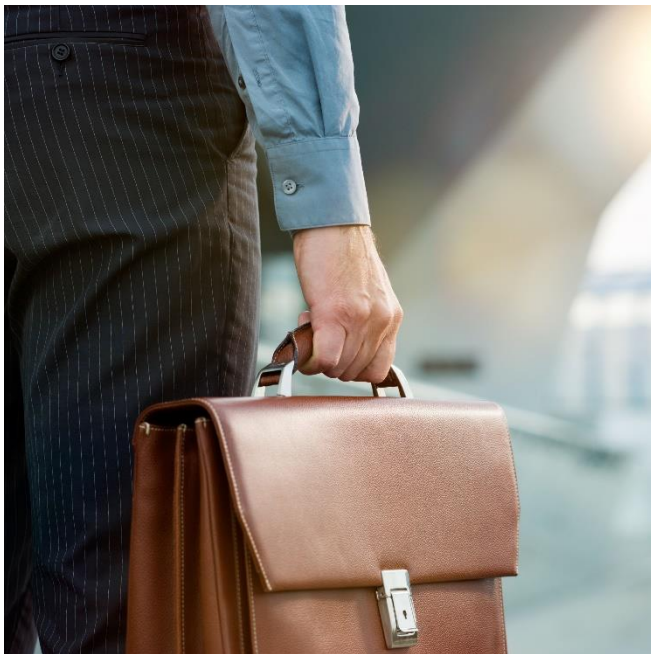
The additional application questions signify that the MOM is taking further concrete steps to implement its existing guidelines on fair hiring practices and considerations for Singapore citizens and Permanent Residents.

## What are the new questions for the employer?

Employers applying for an EP are now required to provide additional information in the application including:

- a) What other avenues have been used to search for candidates (e.g. local job advertising websites, newspaper, trade publications/ magazines, engaging an employment agency/ professional placement firm, personal network of existing employees, company's internal talent pool/ job portal, etc.);
- b) Breakdown of applicants who applied/ were interviewed/ were made an offer/ were hired into the following groups - "Singapore Citizens", "Permanent Residents" and "Foreigners". This requirement is regardless of whether the Jobs Bank or other recruitment methods/ channels were used; and
- c) Disclosing whether the foreign applicant was sourced through local/ foreign job advertising websites, newspapers, trade publications/ magazines, by engaging local/ foreign employment agencies / professional placement firms, by tapping on personal networks of existing local/ foreign employees, firm's internal talent pool / job portal, etc.

Employers are not required to provide the above additional information where the application is to renew an existing EP or where the EP holder is transferring to a related company.



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## What immediate actions do employers need to take?

- **Ensure that an appropriate recruitment process from interview to hiring is in place** for each job vacancy.
- **Track applicants at each stage of the recruitment process and keep proper documentation** i.e. number of rounds of interviews for each candidate, number of interviewers present each time, the reasons why a Singaporean candidate could not fill the position, etc. This applies to recruitment through the Jobs Bank as well as other platforms.
- **Be able to demonstrate that Singapore citizen and Permanent Resident candidates have been fairly considered for the position.**
- **Have the information readily available to address the new questions on its recruitment process and applicants for the EP application.**
- **Plan in advance to meet business hiring needs** and allow for longer recruitment and EP application processing time.

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### Footnote:

<sup>1</sup> For further information, please refer to our previous Immigration Alerts dated 2 October 2013 and 7 August 2015, respectively on "[Singapore – Implementation of New Hiring and Employment Pass Application Rules Announced](#)" and "[Singapore – Hiring of Foreigners Gets Scrutiny, Better Opportunities for Singaporeans](#)"

### How KPMG can help

As a committed immigration and tax advisor to our clients, we welcome any opportunity to discuss the relevance of the above matters to your business.

For further information or assistance, please contact your local Personal Tax & Global Mobility Services professional on next page.

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