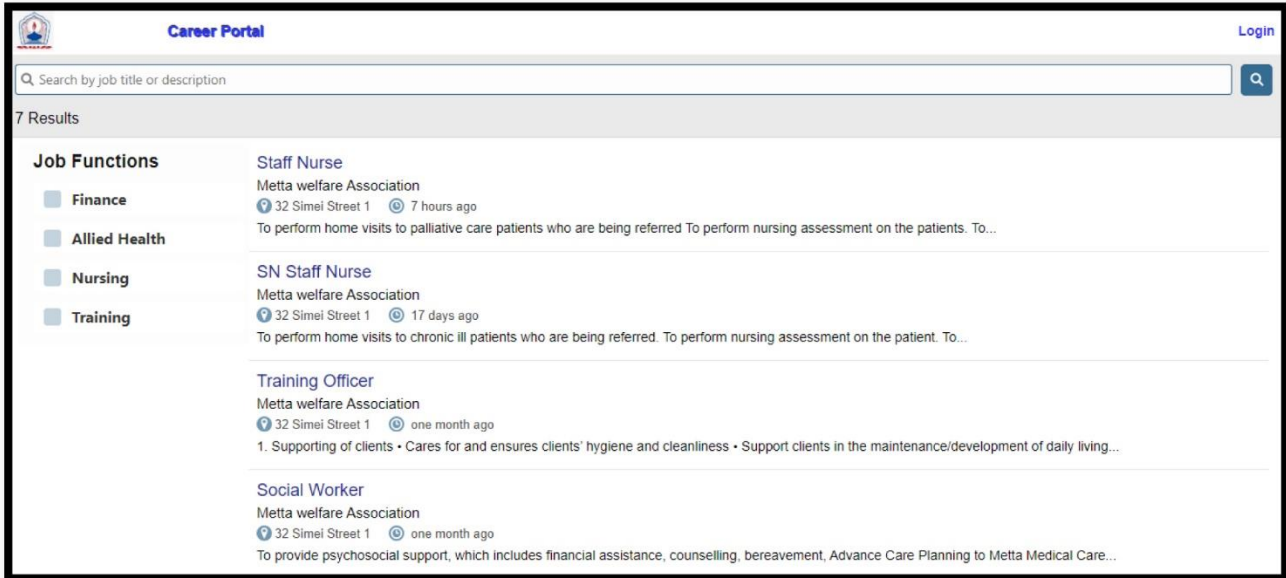


# Creating an account for new user

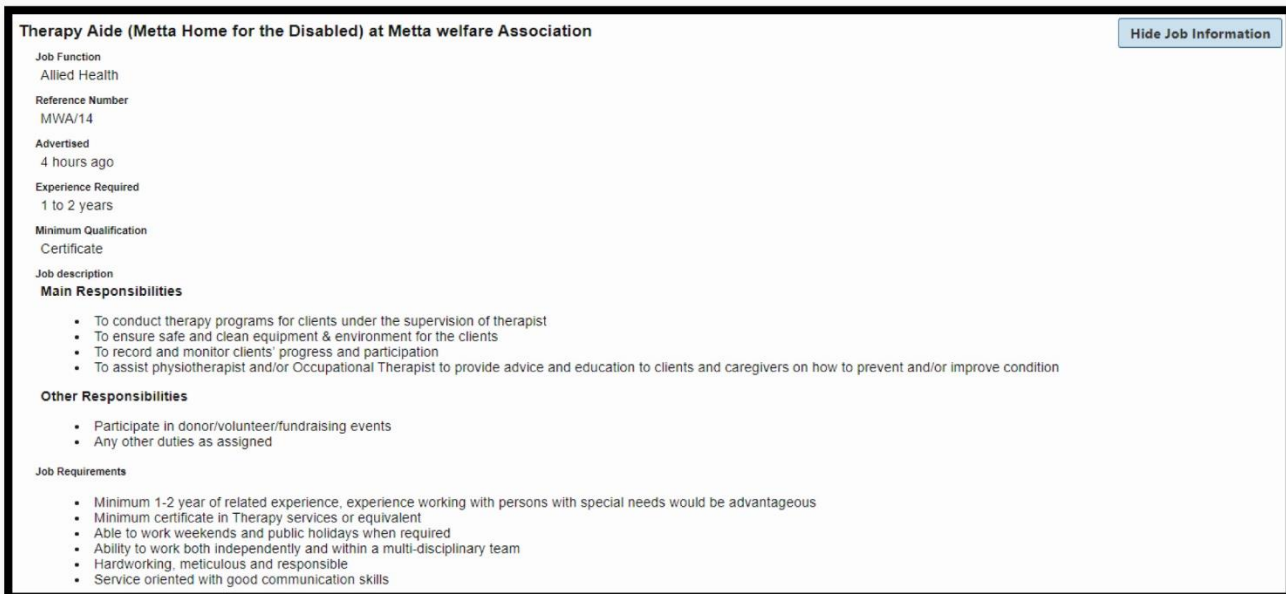
For new account, please proceed to select the position you are interested in first.



The screenshot shows the 'Career Portal' interface. At the top, there is a search bar with the placeholder text 'Search by job title or description' and a magnifying glass icon. Below the search bar, it indicates '7 Results'. On the left side, there is a 'Job Functions' sidebar with four categories: Finance, Allied Health, Nursing, and Training. The main content area displays four job listings:

- Staff Nurse**: Metta welfare Association, 32 Simei Street 1, 7 hours ago. Description: To perform home visits to palliative care patients who are being referred To perform nursing assessment on the patients. To...
- SN Staff Nurse**: Metta welfare Association, 32 Simei Street 1, 17 days ago. Description: To perform home visits to chronic ill patients who are being referred. To perform nursing assessment on the patient. To...
- Training Officer**: Metta welfare Association, 32 Simei Street 1, one month ago. Description: 1. Supporting of clients • Cares for and ensures clients' hygiene and cleanliness • Support clients in the maintenance/development of daily living...
- Social Worker**: Metta welfare Association, 32 Simei Street 1, one month ago. Description: To provide psychosocial support, which includes financial assistance, counselling, bereavement, Advance Care Planning to Metta Medical Care...

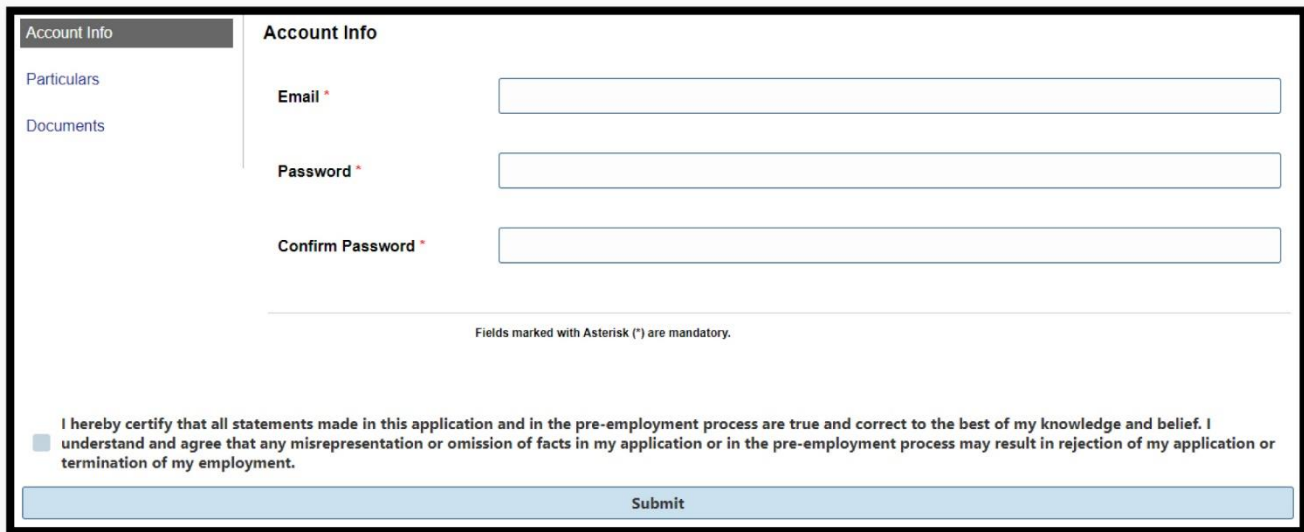
After clicking the specific position, you can view the job scope and requirements.



The screenshot shows the job details page for 'Therapy Aide (Metta Home for the Disabled) at Metta welfare Association'. There is a 'Hide Job Information' button in the top right corner. The page contains the following information:

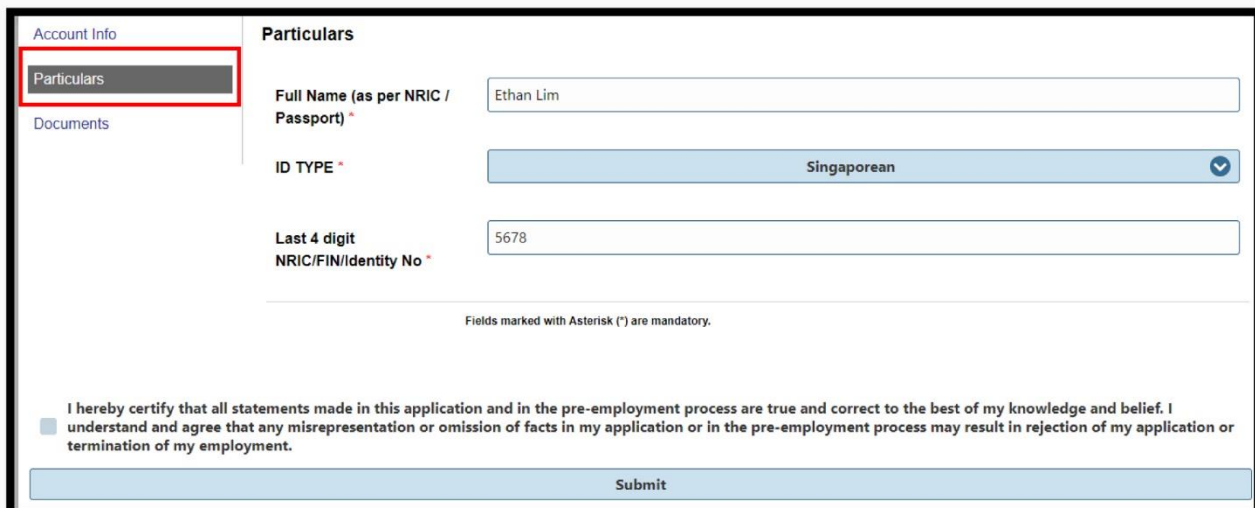
- Job Function**: Allied Health
- Reference Number**: MWA/14
- Advertised**: 4 hours ago
- Experience Required**: 1 to 2 years
- Minimum Qualification**: Certificate
- Job description**:
  - Main Responsibilities**
    - To conduct therapy programs for clients under the supervision of therapist
    - To ensure safe and clean equipment & environment for the clients
    - To record and monitor clients' progress and participation
    - To assist physiotherapist and/or Occupational Therapist to provide advice and education to clients and caregivers on how to prevent and/or improve condition
  - Other Responsibilities**
    - Participate in donor/volunteer/fundraising events
    - Any other duties as assigned
- Job Requirements**
  - Minimum 1-2 year of related experience, experience working with persons with special needs would be advantageous
  - Minimum certificate in Therapy services or equivalent
  - Able to work weekends and public holidays when required
  - Ability to work both independently and within a multi-disciplinary team
  - Hardworking, meticulous and responsible
  - Service oriented with good communication skills

If you would like to apply for the job, you can enter the necessary information at the bottom of the same page. Please follow the steps below to apply for the job.



The screenshot shows the 'Account Info' section of a form. On the left, there is a sidebar with three tabs: 'Account Info' (selected), 'Particulars', and 'Documents'. The main content area is titled 'Account Info' and contains three input fields: 'Email \*', 'Password \*', and 'Confirm Password \*'. Below these fields is a note: 'Fields marked with Asterisk (\*) are mandatory.' At the bottom, there is a checkbox with the text: 'I hereby certify that all statements made in this application and in the pre-employment process are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application or in the pre-employment process may result in rejection of my application or termination of my employment.' A 'Submit' button is located at the bottom right.

**Step 1:** Go to the **Particulars Tab** and enter the necessary information



The screenshot shows the 'Particulars' section of the form. The sidebar on the left has three tabs: 'Account Info', 'Particulars' (selected and highlighted with a red box), and 'Documents'. The main content area is titled 'Particulars' and contains three input fields: 'Full Name (as per NRIC / Passport) \*' with the value 'Ethan Lim', 'ID TYPE \*' with a dropdown menu showing 'Singaporean', and 'Last 4 digit NRIC/FIN/identity No \*' with the value '5678'. Below these fields is a note: 'Fields marked with Asterisk (\*) are mandatory.' At the bottom, there is a checkbox with the text: 'I hereby certify that all statements made in this application and in the pre-employment process are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application or in the pre-employment process may result in rejection of my application or termination of my employment.' A 'Submit' button is located at the bottom right.

**Step 2:** Go to the **Documents Tab** to upload your resume. Remember to choose the file and upload the document by clicking the “Upload” button. Once it is uploaded successfully, you can see the file name.

After the file is uploaded, the name of the file will appear

Account Info  
Particulars  
**Documents**

**Documents**

File: Resume (for testing).docx (12 kb)

Delete

Upload Document  No file chosen

Fields marked with Asterisk (\*) are mandatory.

I hereby certify that all statements made in this application and in the pre-employment process are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application or in the pre-employment process may result in rejection of my application or termination of my employment.

**Step 3:** Go to the **Account Info Tab** to create an account by entering your email address and a password. Remember to read and tick the checkbox before clicking Submit.

**Account Info**

Account Info

Email \*

Password \*

Confirm Password \*

Fields marked with Asterisk (\*) are mandatory.

I hereby certify that all statements made in this application and in the pre-employment process are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application or in the pre-employment process may result in rejection of my application or termination of my employment.

Upon successful application, you will see a message stating that your application has been submitted. This also means that you have created an account and will be able to view your application status or apply for other jobs the next time you login to the portal.



Thank you for applying to the position Therapy Aide. We will review your application and contact you. You may also login using your email and password to apply for more jobs or check the status of the application.

Search by job title or description



7 Results

Job Functions

- Finance
- Allied Health
- Nursing
- Training

Staff Nurse

Metta welfare Association

32 Simeel Street 1 3 days ago

To perform home visits to palliative care patients who are being referred To perform nursing assessment on the patients. To...

SN Staff Nurse

Metta welfare Association

32 Simeel Street 1 20 days ago

To perform home visits to chronic ill patients who are being referred. To perform nursing assessment on the patient. To...

Training Officer

Metta welfare Association

32 Simeel Street 1 one month ago

1. Supporting of clients • Cares for and ensures clients' hygiene and cleanliness • Support clients in the maintenance/development of daily living...

Social Worker

Metta welfare Association