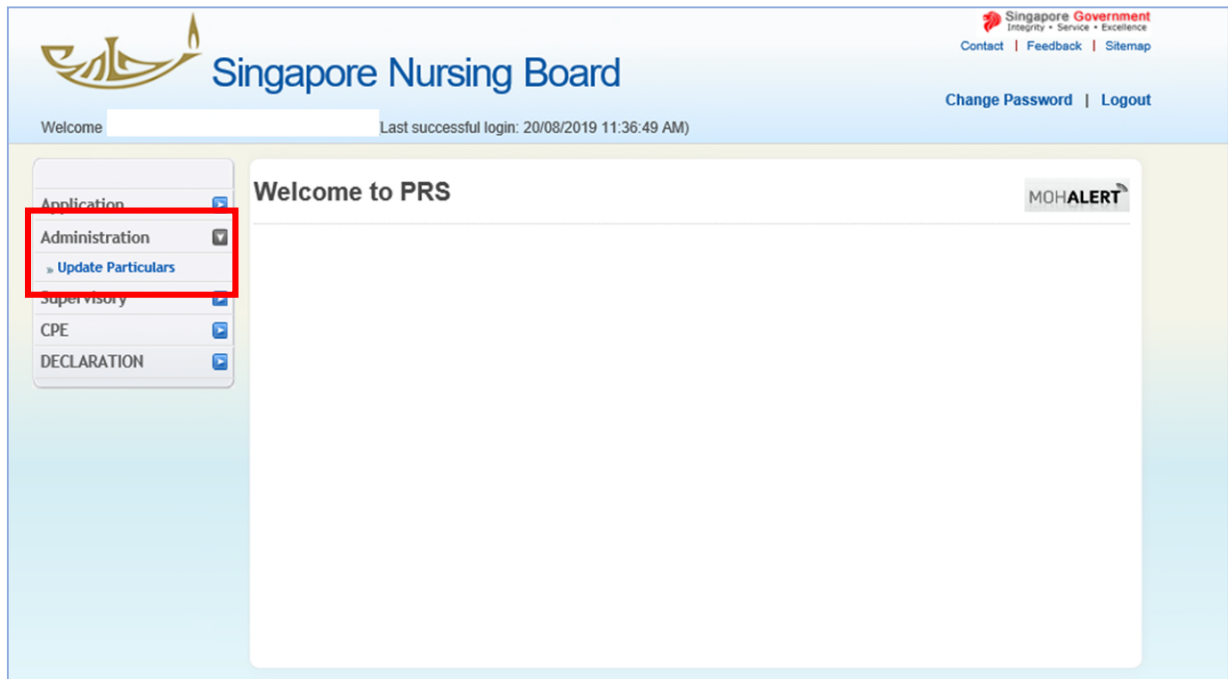
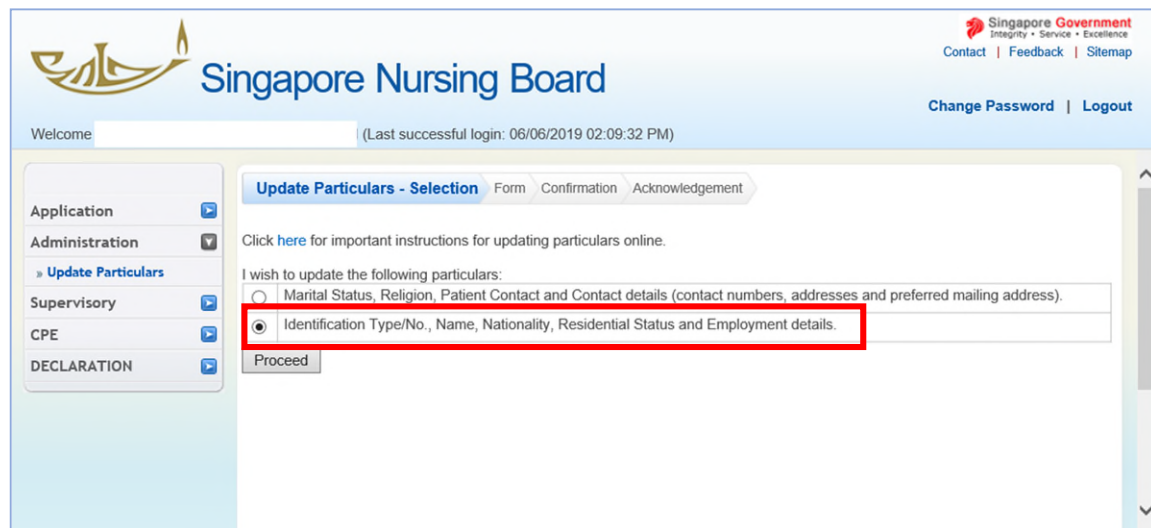


PROCEDURE FOR ONLINE UPDATING OF EMPLOYMENT DETAILS

- 1) After logging into your SNB account, click on “Administration” on the left hand menu bar, select “Update Particulars”.



- 2) Within the page, select update “Identification Type/No., Name, Nationality, Residential Status and Employment details”:



(B) To Update Current Employment Details (subsequent employment)

Applicable for: Those who have already commenced practice with the new employer and who need to update their previous employment record.

- 1) Update "Date Left" under "Current Employment Details" and "Principal Practice Place".

Please leave the "Proposed Employment Details" blank (there is no need to update *since the employment commencement date is already in the past*).


The screenshot displays the Singapore Nursing Board portal interface. On the left is a navigation menu with links for Application, Administration, Update Particulars, Supervisory, CPE, and DECLARATION. The main content area is divided into three sections: Current Employment Details, Proposed Employment Details, and Principal Practice Place. The 'Current Employment Details' section shows a user's current role as a Staff Nurse at SINGAPORE GENERAL HOSPITAL, with a 'Date Left' of 01/08/2018 highlighted by a red box. Below this is a checkbox for adding a new current employment. The 'Proposed Employment Details' section contains various dropdown menus and text fields for future employment, all of which are currently blank. The 'Principal Practice Place' section shows the user's primary role as a Staff Nurse at SINGAPORE GENERAL HOSPITAL, with a 'Date Left' of 01/08/2018 also highlighted by a red box. Below this is a checkbox for adding a new principal place of practice. The top of the page features the Singapore Government logo and navigation links for Contact, Feedback, and Sitemap, along with a 'Change Password' and 'Logout' option.

Current Employment Details	
Activity Status	Working Full-time in Singapore
Appointment	Staff Nurse
*Appointment Effective Date	28/04/2008
Name of Institution / Organisation	SINGAPORE GENERAL HOSPITAL - Outram Road Singapore 169608
Nature of Work	
Department / Division	
*Date Joined	28/04/2008
Date Left	01/08/2018
<input type="checkbox"/> I would wish to add a new current employment	

Proposed Employment Details	
*Activity Status	--Select Here--
*Appointment	--Select Here--
*Appointment Effective Date	dd/mm/yyyy
Name of Institution / Organisation	
Nature of Work	--Select Here--
Department / Division	
*Date Joined	dd/mm/yyyy
Date Left	dd/mm/yyyy
<input type="checkbox"/> I would wish to add a new proposed employment	

Principal Practice Place	
*Appointment	Staff Nurse
*Name of Institution / Organisation	SINGAPORE GENERAL HOSPITAL - Outram Road Singapore 169608
Nature of Work	
Department / Division	
*Date Joined	28/04/2008
Date Left	01/08/2018
<input type="checkbox"/> I would wish to add a new principal place of practice	

- 2) Tick “✓” the check box “I would wish to add a new current employment” under “Current Employment Details” and “Principal Practice Place” and the new fields will appear as shown below.





Singapore Nursing Board

Singapore Government
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[Contact](#) | [Feedback](#) | [Sitemap](#)


[Change Password](#) | [Logout](#)


Welcome [Name] (Last successful login: 20/08/2019 02:47:05 PM)


Application 

Administration 


» [Update Particulars](#)

Supervisory 







CPE 


DECLARATION 


Current Employment Details

Activity Status	Working Full-time in Singapore
Appointment	Staff Nurse
*Appointment Effective Date	28/04/2008
Name of Institution / Organisation	SINGAPORE GENERAL HOSPITAL - Outram Road Singapore 169608
Nature of Work	
Department / Division	
*Date Joined	28/04/2008
Date Left	01/08/2018 


☒ I would wish to add a new current employment


*Activity Status	--Select Here-- 
*Appointment	--Select Here-- 
*Appointment Effective Date	dd/mm/yyyy 
*Name of Institution / Organisation	
Nature of Work	--Select Here-- 
Department / Division	
*Date Joined	dd/mm/yyyy 
Date Left	dd/mm/yyyy 


Application 

Administration 







» [Update Particulars](#)

Supervisory 


CPE 


DECLARATION 

Proposed Employment Details


*Activity Status	--Select Here-- 
*Appointment	--Select Here-- 
*Appointment Effective Date	dd/mm/yyyy 
Name of Institution / Organisation	
Nature of Work	--Select Here-- 
Department / Division	
*Date Joined	dd/mm/yyyy 
Date Left	dd/mm/yyyy 


☐ I would wish to add a new proposed employment


Application 

Administration 


» [Update Particulars](#)

Supervisory 





CPE 

DECLARATION 

Principal Practice Place

*Appointment	Staff Nurse
*Name of Institution / Organisation	SINGAPORE GENERAL HOSPITAL - Outram Road Singapore 169608
Nature of Work	
Department / Division	
Date Joined	28/04/2008
Date Left	01/08/2018 


☒ I would wish to add a new principal place of practice

*Appointment	--Select Here-- 
*Name of Institution / Organisation	
Nature of Work	--Select Here-- 
Department / Division	
*Date Joined	dd/mm/yyyy 
Date Left	dd/mm/yyyy 


3) Update the new employment details under the new fields.

The screen below illustrates update of new employer (Changi General Hospital) with the first date of employment of "01/01/2019" as the commencement date.

Please leave the "Proposed Employment Details" blank (there is no need to update *since the employment commencement date is already in the past*).



Singapore Nursing Board



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[Contact](#) | [Feedback](#) | [Sitemap](#)

Welcome (Last successful login: 20/08/2019 02:47:05 PM)

Application

Administration

Update Particulars

Supervisory

CPE

DECLARATION

Current Employment Details

Activity Status	Working Full-time in Singapore
Appointment	Staff Nurse
*Appointment Effective Date	28/04/2008
Name of Institution / Organisation	SINGAPORE GENERAL HOSPITAL - Outram Road Singapore 169608
Nature of Work	
Department / Division	
*Date Joined	28/04/2008
Date Left	01/08/2018

☒ I would wish to add a new current employment

*Activity Status

Working Full-time in Singapore

*Appointment

Staff Nurse

*Appointment Effective Date

01/01/2019

*Name of Institution / Organisation

CHANGI GENERAL HOSPITAL, 2, SIMEI STREET 3
2, SIMEI STREET 3
Singapore 529889

Nature of Work

--Select Here--

Department / Division

*Date Joined

01/01/2019

Date Left

Application

Administration

Update Particulars

Supervisory

CPE

DECLARATION

Proposed Employment Details

*Activity Status	--Select Here--
*Appointment	--Select Here--
*Appointment Effective Date	dd/mm/yyyy
Name of Institution / Organisation	
Nature of Work	--Select Here--
Department / Division	
*Date Joined	dd/mm/yyyy
Date Left	dd/mm/yyyy

☐ I would wish to add a new proposed employment

Application

Administration

Update Particulars

Supervisory

CPE

DECLARATION

Principal Practice Place

*Appointment	Staff Nurse
*Name of Institution / Organisation	SINGAPORE GENERAL HOSPITAL - Outram Road Singapore 169608
Nature of Work	
Department / Division	
Date Joined	28/04/2008
Date Left	01/08/2018

☒ I would wish to add a new principal place of practice

*Appointment

Staff Nurse

*Name of Institution / Organisation

CHANGI GENERAL HOSPITAL, 2, SIMEI STREET 3
2, SIMEI STREET 3
Singapore 529889

Nature of Work

--Select Here--

Department / Division

*Date Joined

01/01/2019

Date Left

dd/mm/yyyy

4) Click “*Proceed*” and you will be directed to the Confirmation page.

The screenshot shows the Singapore Nursing Board portal. The user is logged in, and the 'Proceed' button at the bottom of the 'Additional Documents' section is circled in red. The page includes a sidebar with navigation links like 'Application', 'Administration', 'Supervisory', 'CPE', and 'DECLARATION'. The main content area shows personal details and a table for 'Secondary Place of Practice'.

5) Verify employment details that you have updated.

The screenshot shows the 'Update Personal Particulars' page. The 'Confirmation' tab is selected. The page displays various fields for personal information, including 'Identification Type', 'Identification No.', 'Full Name as shown in NRIC/FIN/Passport', 'Salutation', 'Surname / Family Name', 'Preferred Order of Name', 'Name in Chinese Character', 'Nationality', 'Year Obtained Citizenship', 'Other Nationality', 'Residential Status (for non-Singapore Citizen)', 'Year Permanent Resident Obtained', 'Year Employment Pass Obtained', and 'Year Work Permit Obtained'. The 'Current Employment Details' section shows 'Activity Status' as 'Working Full-time in Singapore'.

6) Scroll to the end of the page and click “**Confirm**” to submit.

The screenshot shows the bottom of the 'Update Personal Particulars' page. The 'Confirm' button is circled in red. The page displays a summary of the user's details, including 'Nature of Work', 'Department / Division', 'Date Joined', 'Date Left', 'Appointment', 'Name of Institution / Organisation', and 'Secondary Place of Practice'. The 'Documents Attached' section shows 'No document attached'.