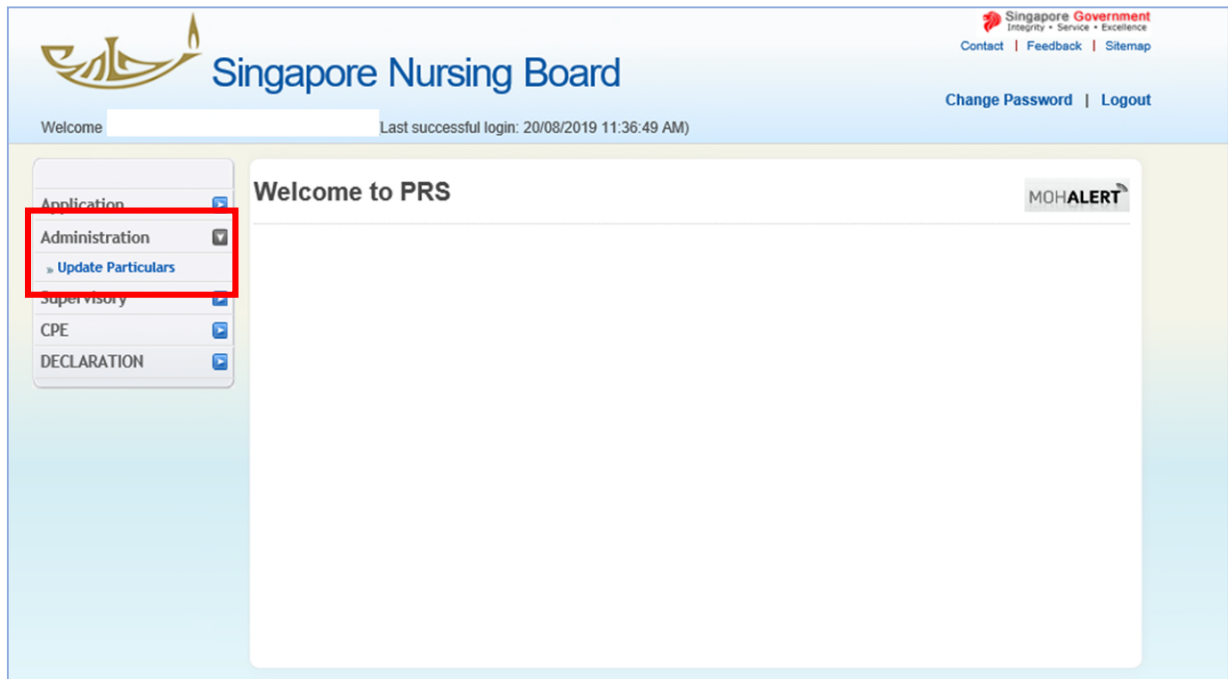
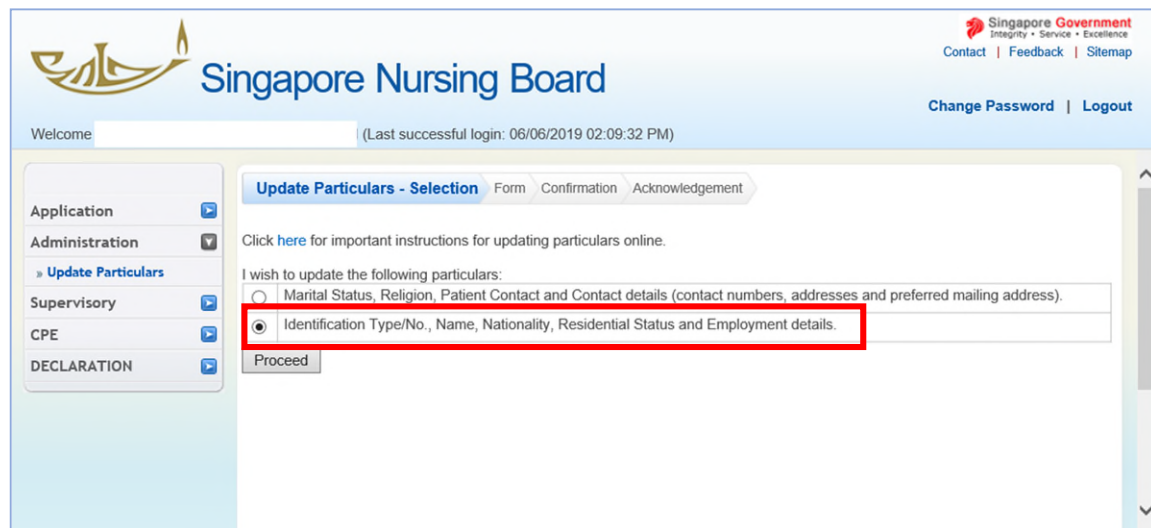


PROCEDURE FOR ONLINE UPDATING OF EMPLOYMENT DETAILS

- 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”:



(E) To Update Employment (non-nurse/midwife role)

Applicable for: Nurses/Midwives who will not be practising nursing/midwifery (ie roles that does not require a nurse or midwife)

(Do note that if you are not practising nursing for a period of 5 years or more, you will need to attend a Return-to-Nursing programme before you can practise nursing again.)

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

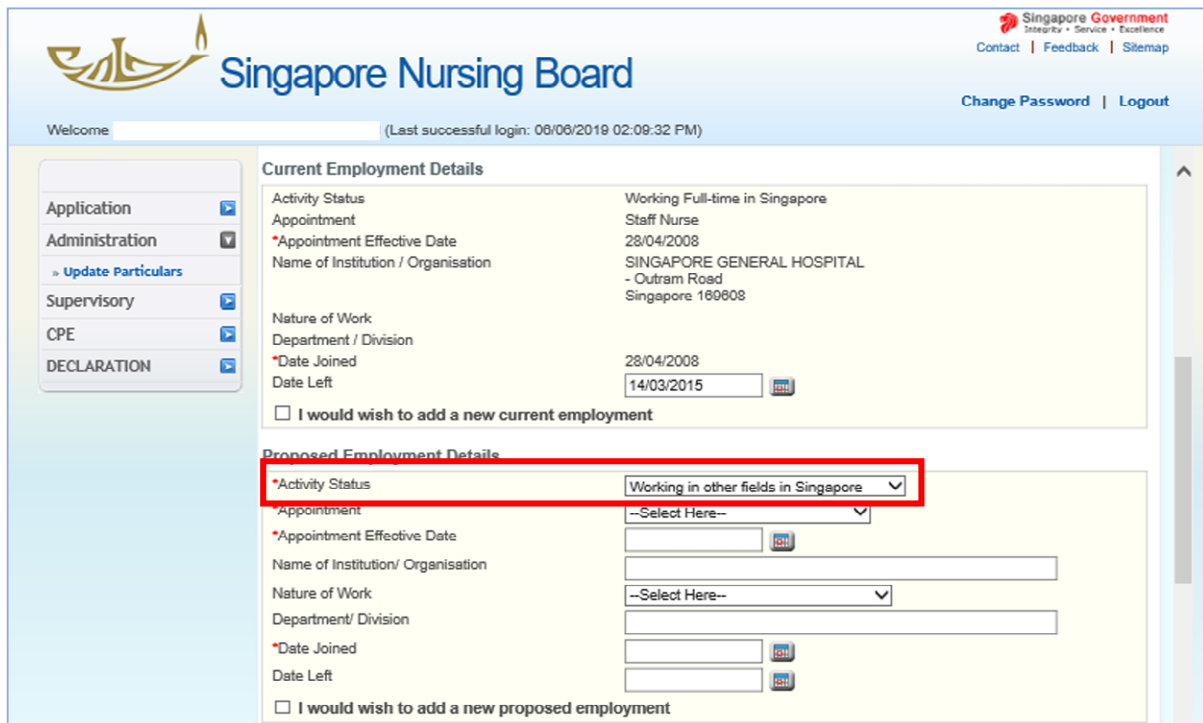
The screenshot displays the Singapore Nursing Board portal interface. The top navigation bar includes the Singapore Government logo, 'Contact | Feedback | Sitemap', and 'Change Password | Logout'. The main content area is divided into two sections: 'Current Employment Details' and 'Principal Practice Place'. Both sections have a sidebar with links to 'Application', 'Administration', 'Update Particulars', 'Supervisory', 'CPE', and 'DECLARATION'. The 'Current Employment Details' section shows a table with fields for Activity Status, Appointment, Appointment Effective Date, Name of Institution / Organisation, Nature of Work, Department / Division, Date Joined, and Date Left. The 'Date Left' field is highlighted with a red box. Below this is a checkbox for 'I would wish to add a new current employment'. The 'Principal Practice Place' section shows a table with fields for Appointment, Name of Institution / Organisation, Nature of Work, Department / Division, Date Joined, and Date Left. The 'Date Left' field is also highlighted with a red box. Below this is a checkbox for 'I would wish to add a new principal place of practice'. At the bottom, there is a section for 'Secondary Place of Practice' with a table header and a button to 'Add Secondary Place of Practice'.

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	14/03/2015
<input type="checkbox"/> I would wish to add a new current employment	

Principal Practice Place	
*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 principal place of practice	

Secondary Place of Practice						
Name of Institution / Organisation	Appointment	Nature of Work	Department / Division	Date Joined	Date Left	Action
No Secondary Place of Practice added.						
<input type="button" value="Add Secondary Place of Practice"/>						

- 2) Update employment status as “Working in other fields in Singapore” under “**Proposed Employment Details**”. There is no need to update “**Principal Place of Practice**” as this is a non-nurse/midwife role.



Singapore Nursing Board

Welcome (Last successful login: 06/06/2019 02:09:32 PM)

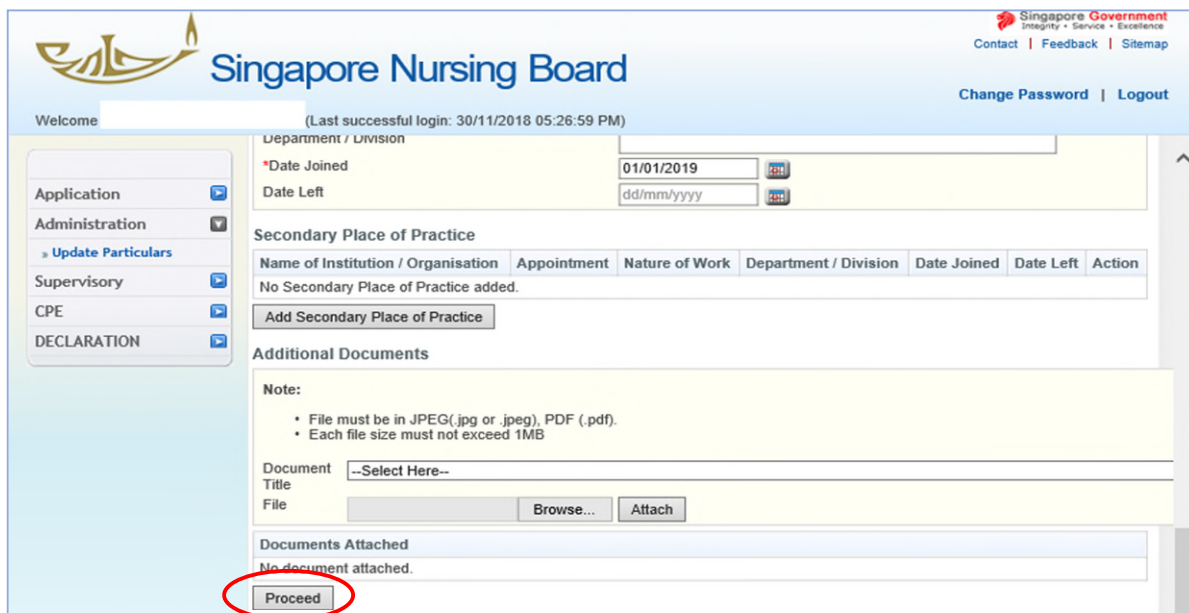
Current Employment Details

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 160608
Nature of Work: Department / Division
*Date Joined: 28/04/2008
Date Left: 14/03/2015
☐ I would wish to add a new current employment

Proposed Employment Details

*Activity Status: Working in other fields in Singapore
Appointment: --Select Here--
*Appointment Effective Date:
Name of Institution / Organisation:
Nature of Work: --Select Here--
Department / Division:
*Date Joined:
Date Left:
☐ I would wish to add a new proposed employment

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



Singapore Nursing Board

Welcome (Last successful login: 30/11/2018 05:26:59 PM)

Department / Division:
*Date Joined: 01/01/2019
Date Left: dd/mm/yyyy

Secondary Place of Practice

Name of Institution / Organisation	Appointment	Nature of Work	Department / Division	Date Joined	Date Left	Action
No Secondary Place of Practice added.						

Additional Documents

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Document Title: --Select Here--
File:

Documents Attached

No document attached.

4) Verify employment details that you have updated.

The screenshot shows the Singapore Nursing Board website. The header includes the logo, the text 'Singapore Nursing Board', and links for 'Contact', 'Feedback', 'Sitemap', 'Change Password', and 'Logout'. A welcome message and login timestamp are displayed. The left sidebar contains a menu with 'Application', 'Administration', 'Update Particulars' (highlighted), 'Supervisory', 'CPE', and 'DECLARATION'. The main content area has a breadcrumb trail: 'Update Particulars - Selection - Form - Confirmation - Acknowledgement'. The 'Update Personal Particulars' form is shown with a list of fields: 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. A 'Personal Particulars' label is placed over the form fields. Below the form, 'Current Employment Details' shows 'Activity Status' as 'Working Full-time in Singapore'.

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

The screenshot shows the same Singapore Nursing Board website, but scrolled down to the bottom of the form. The left sidebar is the same. The main content area shows the 'Activity Status' as 'Working in other fields in Singapore'. Below this is the 'Principal Practice Place' section, which includes fields for Appointment, Name of Institution / Organisation (SINGAPORE GENERAL HOSPITAL), Nature of Work, Department / Division, Date Joined (28/04/2008), and Date Left (14/03/2015). There is a checkbox for 'I would wish to add a new principal place of practice'. Below this is the 'Secondary Place of Practice' section, which has a table with columns: Name of Institution / Organisation, Appointment, Nature of Work, Department / Division, Date Joined, and Date Left. The table is empty, with the text 'No Secondary Place of Practice added.' below it. At the bottom, there is a 'Documents Attached' section with the text 'No document attached.' and a 'Confirm' button circled in red.