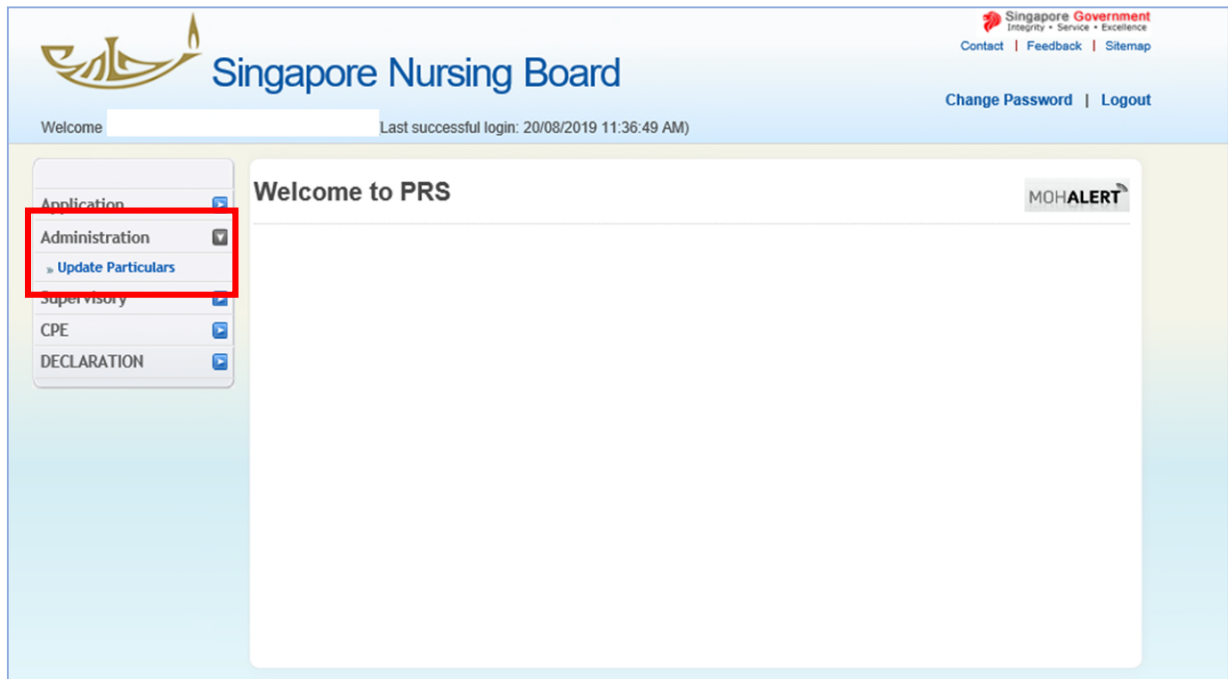
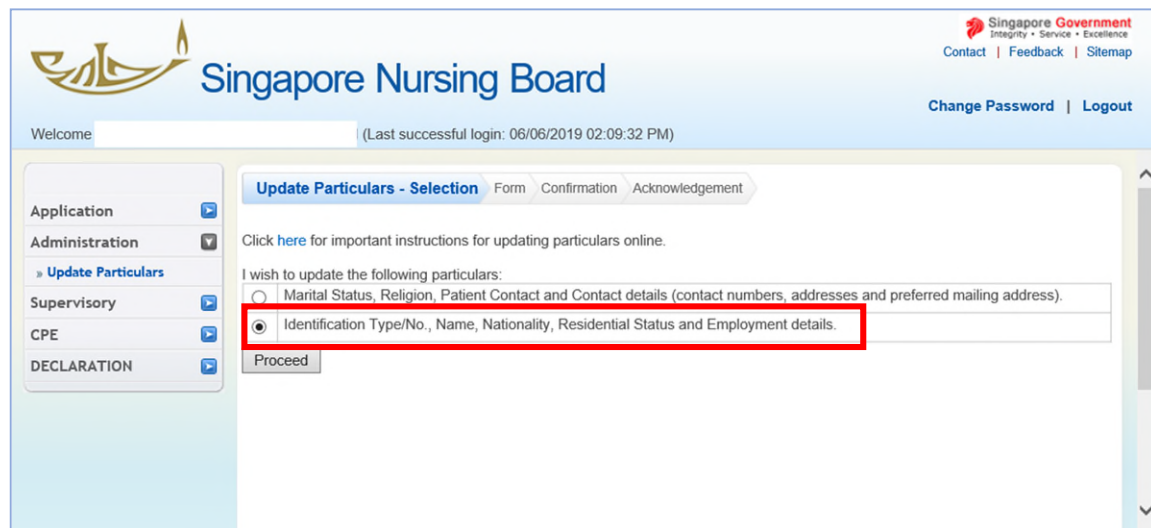


PROCEDURE FOR ONLINE UPDATING OF EMPLOYMENT DETAILS

- 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”:



(D) To Update Nursing Appointment/ Designation ONLY

Applicable for: Nurses who have a change in nursing appointment/ designation only

- 1) Update the “Date Left” of previous nursing employment under “**Current Employment Details**” and “**Principal Practice Place**”. “Date left” refers to your last working day for your previous nursing appointment.

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. The top header includes the Singapore Government logo, the Singapore Nursing Board name, and navigation links for Contact, Feedback, Sitemap, Change Password, and Logout. A welcome message and the last successful login time (30/11/2018 05:26:59 PM) are shown.

The main content area is divided into two sections: **Current Employment Details** and **Principal Practice Place**. Both sections contain a form with various fields for updating employment information.

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: (blank)
- Department / Division: (blank)
- Date Joined: 28/04/2008
- Date Left:** (dd/mm/yyyy) [highlighted with a red box]
- ☐ 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: (blank)
- Nature of Work: --Select Here--
- Department/ Division: (blank)
- *Date Joined: (dd/mm/yyyy)
- Date Left: (dd/mm/yyyy)
- ☐ 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: (blank)
- Department / Division: (blank)
- Date Joined: 28/04/2008
- Date Left:** (dd/mm/yyyy) [highlighted with a red box]
- ☐ 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.



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

Welcome (Last successful login: 30/11/2018 05:26:59 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	14/03/2015
<input checked="" type="checkbox"/> 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
<input type="checkbox"/> 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	14/03/2015
<input checked="" type="checkbox"/> 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 your new nursing appointment/ designation. (**Note: “Appointment Effective Date” and “Date Joined” refers to the effective date of your new nursing appointment/ designation**)

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. The top header includes the Singapore Government logo and navigation links. The left sidebar contains a menu with options like Application, Administration, 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 table with fields for Activity Status, Appointment, Appointment Effective Date, Name of Institution / Organisation, Nature of Work, Department / Division, Date Joined, and Date Left. A red box highlights the 'I would wish to add a new current employment' checkbox and the corresponding form fields. The Proposed Employment Details section is currently blank. 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. A red box highlights the 'I would wish to add a new principal place of practice' checkbox and the corresponding form fields. Below the Principal Practice Place section is a table for Secondary Place of Practice, which is currently empty.

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

☒ I would wish to add a new current employment

*Activity Status	Working Full-time in Singapore
*Appointment	Senior Staff Nurse
*Appointment Effective Date	15/03/2015
*Name of Institution / Organisation	SINGAPORE GENERAL HOSPITAL, -, Outram Road -, Outram Road Singapore 169608
Nature of Work	--Select Here--
Department / Division	
*Date Joined	15/03/2015
Date Left	

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

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	14/03/2015

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

*Appointment	Senior Staff Nurse
*Name of Institution / Organisation	SINGAPORE GENERAL HOSPITAL, -, Outram Road -, Outram Road Singapore 169608
Nature of Work	--Select Here--
Department / Division	
*Date Joined	15/03/2015
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.						

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, with a last successful login of 30/11/2018 05:26:59 PM. The left sidebar contains navigation links: Application, Administration (with a sub-link 'Update Particulars'), Supervisory, CPE, and DECLARATION. The main content area shows a form for updating particulars. It includes fields for 'Date Joined' (01/01/2019) and 'Date Left' (dd/mm/yyyy). Below this is a table for 'Secondary Place of Practice' with columns: Name of Institution / Organisation, Appointment, Nature of Work, Department / Division, Date Joined, Date Left, and Action. The table currently has no data. There is a button 'Add Secondary Place of Practice'. Below the table is a section for 'Additional Documents' with a note: 'File must be in JPEG(.jpg or .jpeg), PDF (.pdf). Each file size must not exceed 1MB'. There is a 'Document' dropdown menu set to '--Select Here--', a 'File' input field, and buttons for 'Browse...' and 'Attach'. Below this is a section for 'Documents Attached' which says 'No document attached.' At the bottom of the form, the 'Proceed' button is circled in red.

5) Verify employment details that you have updated.

The screenshot shows the Singapore Nursing Board portal. The user is logged in, with a last successful login of 20/08/2019 02:47:05 PM. The left sidebar contains navigation links: Application, Administration (with a sub-link 'Update Particulars'), Supervisory, CPE, and DECLARATION. The main content area shows the 'Update Personal Particulars' page. The page has a tabbed interface with 'Update Particulars - Selection', 'Form', 'Confirmation' (selected), and 'Acknowledgement'. The 'Update Personal Particulars' section includes 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. Below this is a section for 'Current Employment Details' with a table showing 'Activity Status' as 'Working Full-time in Singapore'. The text 'Personal Particulars' is overlaid on the right side of the page.

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



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Welcome (Last successful login: 20/08/2019 08:47:34 AM)

Application

Administration

» Update Particulars

Supervisory

CPE

DECLARATION

Nature of Work

Department / Division

Date Joined

Date Left

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

*Appointment

*Name of Institution / Organisation

Nature of Work

Department / Division

Date Joined

Date Left

Senior Staff Nurse

SINGAPORE GENERAL HOSPITAL

- Outram Road

Singapore 169608

-

-

28/04/2008

14/03/2015

Secondary Place of Practice

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

Documents Attached

No document attached.

Confirm