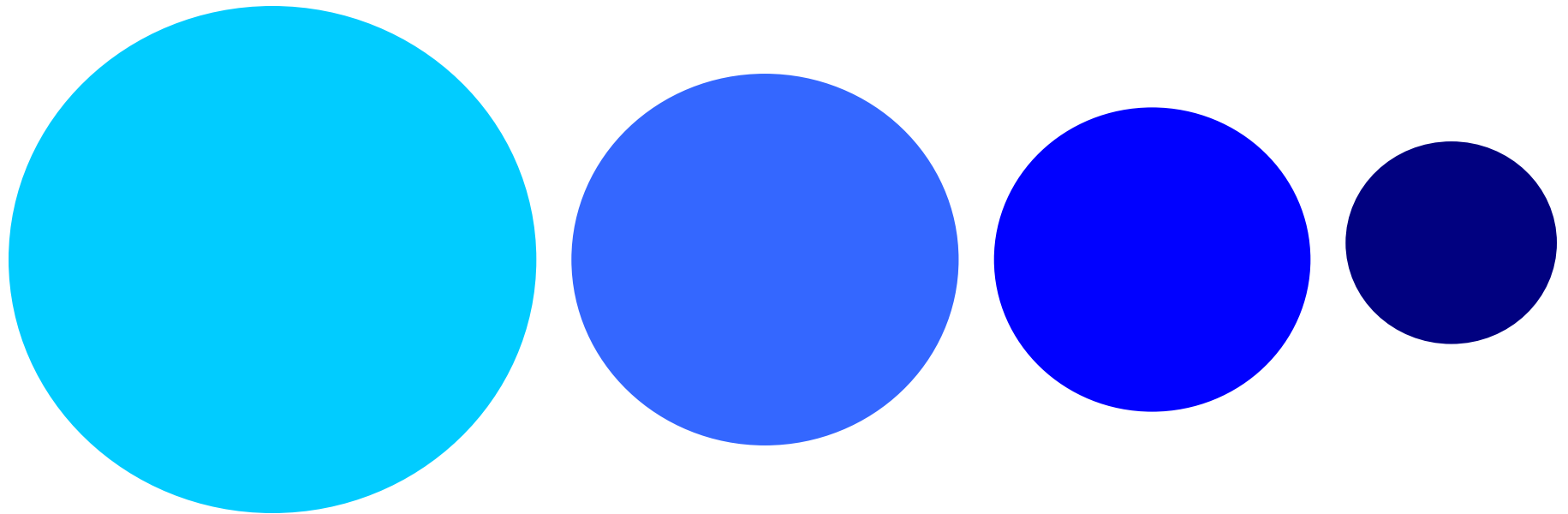




Mosque Key Staff Meeting
27 Nov 2008, Thursday

Pre-Employment Screenings:

- ***Medical***
- ***Security***





Pre-Employment Medical Screening SOP

With effect from 1st October 2008

Pre-Employment Medical Screening SOP

1. Mosques to send prospectives go for medical screening.

3. MDSU will issue the medical letter to mosques within 3 working days.

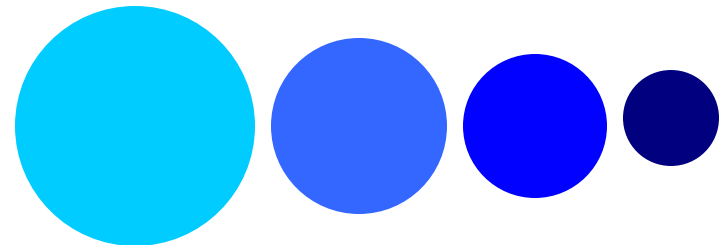
5. Staffs are to bring along the medical letter and screening fees to the clinic.

Each screening = \$26.75 / staff

2. Request medical letter from MDSU via email, letter or fax. Applicant's full name, identification card number and mosque's name required.

4. Upon receiving the medical letter, applicants are to undergo the medical screening immediately at any of the Raffles Medical clinics.

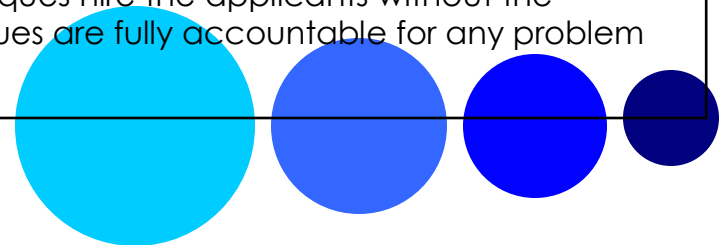
6. Raffles Medical will send the result slip to MDSU. MDSU will make a copy of the result and send the original slip to mosques. This process takes about 2 weeks to complete from the screening date.



FAQs on Pre-Employment Medical Screening for mosque's job applicants.



No	Query	Answers
1	What is medical screening?	<p>Pre-employment medical screening comprises of:</p> <ul style="list-style-type: none"> • A series of physical checks including fundoscopy, head and neck, nervous system, abdomen, musculoskeletal, and rectal examinations. • Measurement of Blood pressure, height, weight and visual acuity. • Chest X-ray - to check for possible pulmonary tuberculosis, pneumonia and other lung diseases. • Urinalysis – A test to infer the state of kidney function as well as of the urinary tract.
2	Why do applicants have to do the pre-employment screening?	Pre-employment screenings are done to ascertain applicant's past and present medical history and whether they are fit for employment .
3	How much are the charges?	The current charges are \$26.75 per staff , inclusive of GST. This is to be paid by cash during the pre-employment check-up.
4	Where do applicants go for their screening?	Please refer to Appendix A for the list of Raffles Medical clinics with X-ray facilities .
5	What are the procedures?	Please refer to Pre-employment medical screening SOP .
6	Can mosques send their applicants to their preferred GPs?	Yes, but mosques are required to send a copy of the result slip to MDSU .
7	Can mosques employ applicants who have yet had their medical screening done?	It is strongly discouraged . If mosques hire the applicants without the medical screening done, mosques are fully accountable for any problem that might arise later.

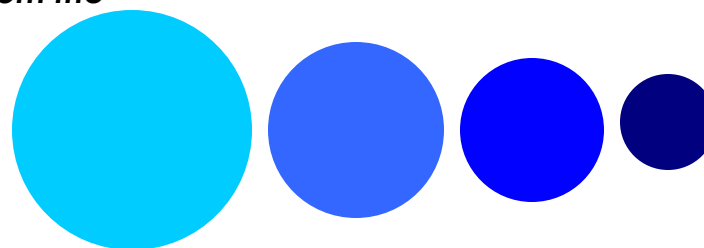




Appendix A

FAMILY MEDICINE CENTRE, Health Check Counter 585 North Bridge Road ,Level 1 Raffles Hospital, Singapore 188770 Tel: 6311-1130 Fax: 6311-1163	Mon – Fri Sat	8.30am – 4.30pm 8.30am – 12pm
*ANG MO KIO Blk 722 Ang Mo Kio Ave 8, #01-2825, Singapore 560722 Tel: 6453-2288 Fax: 6455-3182	Mon – Fri Sat	8.30am – 12pm 2.00pm – 4.00pm 8.30am – 1.00pm
*CAUSEWAY POINT 1 Woodlands Square, #05-02 Causeway Point, Singapore 738099 Tel: 6894-0777 Fax: 6894-2267	Mon – Fri Sat	8.00am – 2.30pm 8.30am – 9.30am
*CLEMENTI Blk 445 Clementi Ave 3, #01-171, Singapore 120455 Tel: 6872-9043 Fax: 6872-9051	Mon – Fri Sat	8.30am – 12pm 2.00pm – 4.00pm 8.30am – 11am
*JURONG EAST Blk 131 Jurong East St13, #01-267, Singapore 600131 Tel: 6899-6688 Fax: 6569-6205	Mon – Fri Sat	8.30am – 12pm 2.00pm – 3.00pm 8.30am – 10am

• **X-Ray facilities are not integrated. They are within walking distance from the clinics and your staff will be given directions accordingly.**

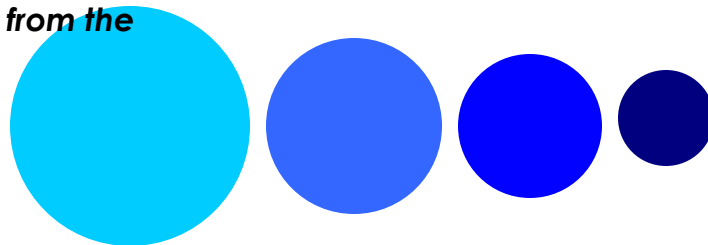




Appendix A

RAFFLES PLACE No.1 Raffles Place, #05-03/04 OUB Centre, S(048616) Tel: 6535-2222 Fax: 6533-7811	Mon – Fri Sat	8.30am – 12pm 2.00pm – 4.00pm 8.30am – 11.30am
TAMPINES JUNCTION 300 Tampines Ave 5, #01-05 Tampines Junction, Singapore 529653 Tel: 6788-2222 Fax: 6260-5847	Mon – Sat	8.30am – 12.30pm
* Ngee ANN CITY 391B Orchard Road #08-04 Ngee Ann City Tower B, Singapore 238874 Tel: 6734-7355 Fax: 6734-0201	Mon - Fri Sat	8.30am – 3.00pm 8.30am – 10.00am
* YISHUN Blk 927 Yishun Central 1, #01-173, Singapore 760927 Tel: 6755-0049 Fax: 6755-0062	Mon - Fri Sat	8.30am – 2.00pm 8.30am – 10.00am
CHANGI AIRPORT TERMINAL 3 #B2-MS-15 Singapore Changi International Airport PTB3 Singapore 819663 Tel: 6241 8818 Fax: 6241 3498	Mon – Sat	8.30am – 12.30pm

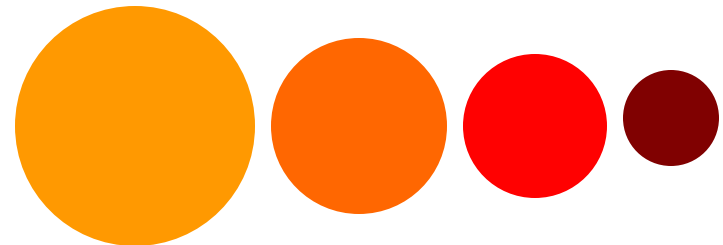
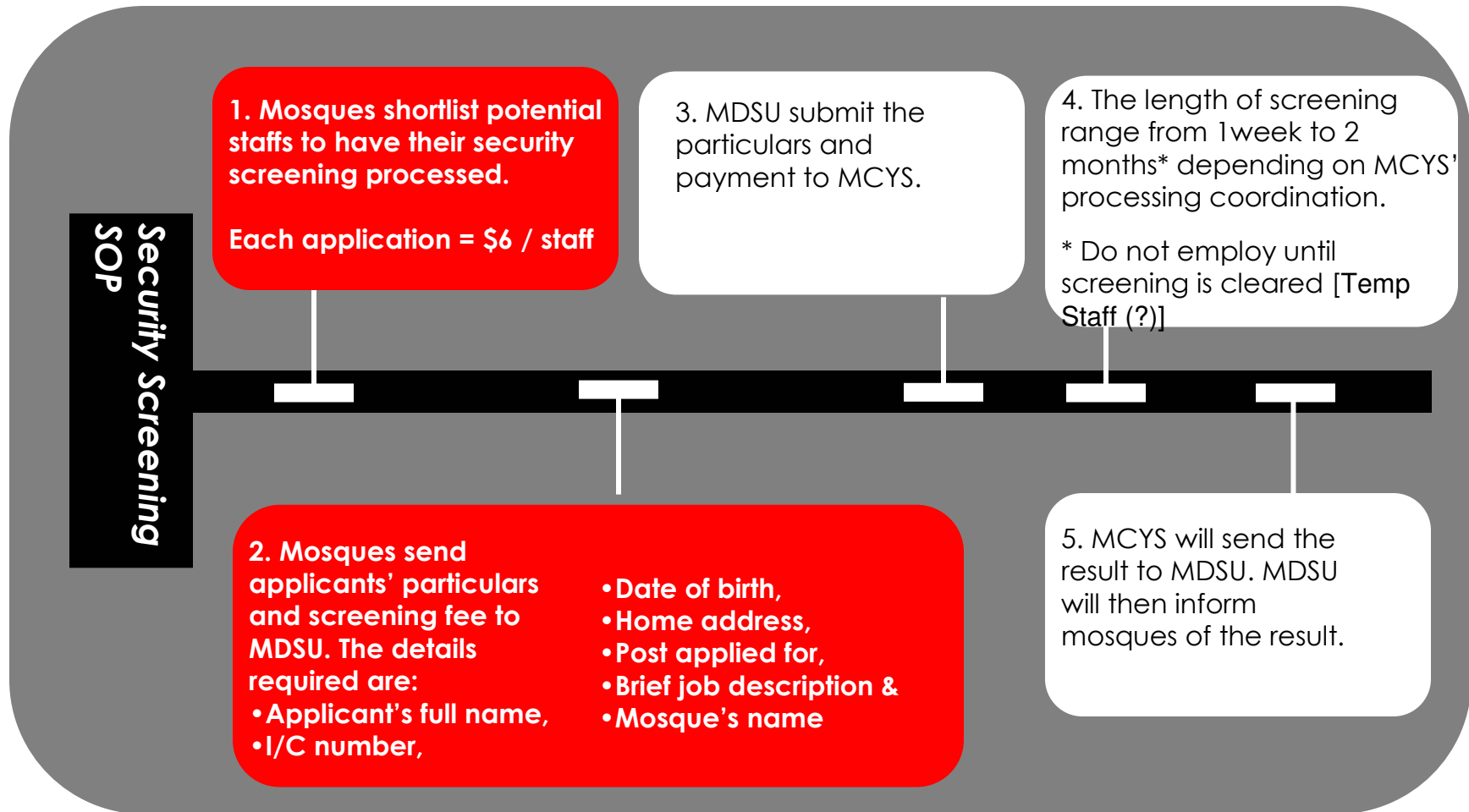
- **X-Ray facilities are not integrated. They are within walking distance from the clinics and your staff will be given directions accordingly.**





Security Screening SOP

With effect from 1st October 2008





FAQs on Security screening for mosque's job applicants.

No	Query	Answers
1	What is security screening?	A Security Screening is a process where the applicant's background is being traced with the following agencies through MCYS: - Insolvency and Public Trustee's Office (IPTO) – for bankruptcy - Criminal Investigation Department (CID) – for criminal offences - Corrupt Practices Investigation Bureau (CPIB) – for corruption offences - Internal Security Department (ISD) – for national security and latent issues
2	Why do applicants have to be screened?	•This is because applicants, who are adversely traced on the records of ISD, shall not be offered appointment at the mosque. •But MMBs are given the discretion to selectively employ applicants who are traced on the records of the IPTO, CID and CPIB
3	Is the screening applicable to all mosque staffs?	Yes, all staff are to be security screened.
4	How much are the charges?	Muis will offer the screening services for \$6 per person . Please make the cheque payable to "Muis".
5	What are the procedures?	Please refer to Security screening SOP.
6	Can mosques employ applicants who have yet done their security screening?	It is strongly discouraged . If mosques hire the applicants without the security screening done, mosques are fully accountable for any problem that might arise later.

