



## MyCareersFuture FCF Advertising: Build the 14-Day File

### Description

**Before an Employment Pass application, the employer must normally advertise the role on MyCareersFuture for at least 14 consecutive days and fairly consider applicants.** The employer, occupation, salary and vacancy count must match the eventual application.

This guide is for a singapore employer preparing an employment pass application. Its job is specific: run the fair consideration framework advertisement and preserve a defensible hiring record. Use the table first, then the worked example and checklist; keep any calculation as a labelled estimate until the controlling body or live service confirms it.

## MyCareersFuture FCF 14 day advertising requirement: the decision table

| Situation                              | Practical next step                           |
|----------------------------------------|-----------------------------------------------|
| Standard EP recruitment                | Run the full 14 consecutive days              |
| Ad detail changes                      | Post the corrected ad for a fresh 14 days     |
| Ad closed or expired over three months | Advertise again                               |
| Possible exemption                     | Keep evidence; fair-hiring duties still apply |

The table separates the common branches that lead to different outcomes. It is not a substitute for reading the current source: re-open the cited authority on the day the decision is made, especially where a deadline, rate, eligibility rule, opening condition or safety instruction is involved.

## Start with the controlling rule

MOM requires a clear, accurate job description and a visible salary range; the maximum cannot exceed twice the minimum. [MOM fair-candidate advertising guide](#).

The FCF FAQ explains that MyCareersFuture is the required platform for the statutory advertisement rather than a substitute commercial job board. [MOM FCF FAQ](#).

These two checks define the reader's starting position. Record the date and the facts used, because a later application, booking or dispute is easier to resolve when the original basis is visible.

## Apply the rule to the real decision

The ad must stay open for at least 14 consecutive days, including after a repost or material correction. [MOM fair-candidate advertising guide](#).

Recruitment records should show that local applicants were fairly considered; an exemption from advertising is not permission to discriminate. [MOM FCF FAQ](#).

Do not compress separate conditions into a single yes-or-no answer. Work through the eligibility, timing, amount and evidence questions in that order, and stop if a live record does not match the assumption.

## Build the evidence trail

The application employer, occupation and offered salary must match the ad, and applications cannot exceed advertised vacancies. [MOM fair-candidate advertising guide](#).

The FAQ addresses long recruitment cycles and use of an advertisement near the three-month limit; keep the closing date visible. [MOM FCF FAQ](#).

Save the relevant confirmation, receipt, official result or case reference. This is not administrative decoration: it is the record that allows the authority, provider or household to reconstruct what happened.

## Know the limit of the answer

An ad closed or expired for more than three months cannot support the application, and an offer should not be made during the mandatory 14-day period. [MOM fair-candidate advertising guide](#).

Companies with fewer than 10 employees, roles paying at least S\$22,500 fixed monthly, roles up to one month and specified transfers may be exempt, subject to the current criteria. [MOM FCF FAQ](#).

This guide resolves the general task for a Singapore reader. It does not replace an individual notice, contract, clinical assessment, legal advice or an officer's direction at the point of service.

## Worked Singapore example

A role is advertised at S\$4,500–S\$9,000 for one vacancy. On day eight, the job title changes materially. The employer does not edit and continue the old clock: it posts the corrected job and begins a new 14-consecutive-day period. An interview matrix records job-related reasons for every shortlisted

candidate.

The example shows the method, not a promised outcome. Replace its dates, balances, prices, route conditions or personal facts with the reader's own information. Where the example performs arithmetic, it is an editorial calculation and should be reconciled against the live statement, bill or official calculator.

## Action checklist

1. Confirm whether an exemption truly applies
2. Match employer UEN and occupation
3. Publish a visible, bounded salary range
4. Keep the ad open 14 consecutive days
5. Restart after a material correction
6. Document consideration and selection reasons
7. File before the ad is over three months stale

Work through the list in sequence. If one item cannot be verified, record the gap and use the official contact route rather than guessing. Keep screenshots only as supporting evidence; the live authority page and issued document remain controlling.

## Two original tools in this guide

**A 14-day compliance calendar that restarts on material edits.** This converts the source material into a reusable decision aid. Copy it into a note or spreadsheet and enter only verified personal inputs.

**A seven-field evidence file linking ad, candidates, vacancy and EP application.** This is the final control before an irreversible payment, submission, booking, journey or household decision. It is an editorial framework derived from the sources, not an official form.

## Primary-source ledger

| Official or primary source                           | Material claims checked                                                      |
|------------------------------------------------------|------------------------------------------------------------------------------|
| <a href="#">MOM fair-candidate advertising guide</a> | Ad accuracy, salary-range, vacancy, 14-day, three-month and exemption rules. |
| <a href="#">MOM FCF FAQ</a>                          | Application-specific explanations and records for fair consideration.        |

Each inline link sits beside the claim it is intended to support. Both source pages were opened during the evidence pass. If a page is revised after publication, use the latest controlling text and treat this article's worked examples as historical calculations rather than fresh official advice.

## Errors that change the outcome

- Counting working days instead of consecutive days

- Offering the job during the mandatory period
- Using a salary range wider than two-to-one
- Applying for more people than vacancies
- Claiming an exemption without evidence

The recurring failure is to act on a familiar label without checking its definition. Preserve the original notice, policy wording, booking terms, eligibility record or authority response so that a later review starts from evidence rather than memory.

## Continue with the next useful step

For the adjacent task, read [build the employee terms file](#). If the decision moves into another stage, continue with [check the payroll timetable](#). These links were selected for reader progression, not as mechanical category links.

## Questions readers ask

### How long must the ad stay open?

At least 14 consecutive days. [MOM fair-candidate advertising guide](#).

### Can I edit the salary mid-run?

A material change requires a new ad and another 14-day period. [MOM FCF FAQ](#).

### Does a small-company exemption remove fair-hiring duties?

No. MOM says all employers must practise fair hiring. [MOM fair-candidate advertising guide](#).

*Accuracy note:* This article was checked against the linked primary sources on 2026-07-25. Individual facts and live services can change. No interview, first-hand use, first-hand meal, price check or field observation is claimed unless expressly stated.

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