

2. Membership and employment

Have you already taken part in the personal appointment? Here are the next steps:

Become a Smart member

[Become a member](#) and fill out the [Employment Datasheet](#), we'll confirm your data within one business day.

Please note: Your membership in the cooperative does not automatically mean that you are employed!

Save your orders

After our confirmation, your account will be activated and you'll be able to [save your first orders](#).

Find out all about [order processing](#).

Payment guarantee

You can decide whether your client should confirm the order or not. If you choose to skip client confirmation, we can only employ you in the current month if your client has paid us before the 10th of the month. For clients outside the EU, we always require their payment first.

Employment request

After Smart confirms your first order form, your budget will be generated, and you'll be able to send us an [employment request](#). Choose an [employment category](#) based on your average income.

The employment begins

We'll then review and approve your employment request. You'll receive your employment contract via e-mail. Your first salary will be transferred at the end of your first month of employment, and your payslip will be emailed to you at the end of the month.

If requesting a **Minijob** (556€ gross or less), please take a look at the information regarding [Minijob contracts](#).

DEADLINE: Please submit your employment request **till the end of the month** for the contract starting on the first of the following month (e.g. till the end of April for the employment from 1.5.) Please note that your salary will be paid at the end of the month (e.g. 28.5.)

Already a member? Become part of the Smart Community

- Create your profile in the [Community](#) page in the Smart Portal and start networking with other members.
- Follow us on social media: [Facebook](#), [Twitter](#) and [Instagram](#)
- Join our [Facebook Group](#)
- Mark Smart as your employer on [LinkedIn](#)
- Check your mailbox: approximately once per month we will send you a Newsletter with important news and updates from the cooperative. You can read the previous [Newsletter here](#) (only with personal access).

Questions?

Can't find answer to your question here? [Contact us](#). You can decide whether your client should confirm the order or not. If you choose to skip client confirmation, we can only employ you in the current month if your client has paid us before the 10th of the month. For clients outside the EU, we always require their payment first

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