

# Before employment

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# Employment conditions

You will receive an employment contract for a job at Smart. The prerequisites for this are **membership of the cooperative** and **orders that cover your employment costs**. Of course, **formal employment law conditions** must also be met.

Your membership of Smart does not mean that you are automatically employed by Smart. You must actively inform Smart of your employment request and submit orders. Your employment is only confirmed once you have received the employment contract from us by e-mail and then signed this contract and sent it back to us by e-mail.

## Requirements for employment

- Ordinary residence in Germany
- You must have orders that can be invoiced by Smart.
- For employment subject to social security contributions, your income must be at least €760 net on average per month.
- The standard duration of a first employment contract is four months.
- To be covered by health insurance through employment with Smart, the income from employment with Smart must make up the majority of your total income (if you are self-employed at the same time)
- Non-EU nationals must have a valid residence permit that allows employment (gainful employment).
- An employment contract has to start on the 1st day of the month.

### Deadline

Any request regarding an employment contract for the following month must be communicated to us **by the last day of the current month** at the latest. For example, if you want to change your salary for February, you must let us know by January 31st.

Are you interested in a Minijob? Please read more [here](#).

# Submit an employment request in the Smart Portal

Would you like to be employed by Smart and you already have orders? Then go ahead and submit a new employment request in the Smart Portal.

Do you already have a contract with Smart and want to prolong it or make a change? Then read further how to [request a change](#).

1) **Select the budget** for your employment. Here you can choose between the Smart eG and the Smart Bildungswerk, depending on the activities you are processing.

Please note that your budget will be generated only after first order has been confirmed through Smart. Only afterwards will it be possible to create an employment request. You can find out more about [creating an order here](#).

Smart eG and Smart Bildungswerk are two separate legal entities. Orders processed via one entity can only be used to be employed by that company. If you process some orders via Smart eG and other via Smart Bildungswerk, you can request two separate employment contracts to pay out your budget.

2) Choose the **start and end date** of your employment.

3) Describe the **job title** as it should appear in your employment contract.

4) Choose a **service category** that comes closest to your profession.

5) Choose an **employment category**. Here you can see the name of the employment category and the total employment costs per month.

6) The **working hours per week** is a maximum value to guarantee the minimum wage. Make sure that you do not exceed the weekly number of hours. If your working hours per week differ, you can enter this in the comments.

Employments

Employment request

### Employment form

Budget ⓘ

Choose option

Beginning of employment ⓘ

End of employment ⓘ

Project name

1094-A1

Profession ⓘ

Service

Choose option

Employment Category - Total Cost ⓘ

2-783

Weekly hours ⓘ

10.5

Comment ⓘ

Cancel

Submit

Send your employment request. You will receive a notification by e-mail as soon as we have processed your request.