

# 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.

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