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 acitivities 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 entitity 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.

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.

Revision #8
Created 30 January 2024 10:59:21 by Katharina Kniess
Updated 18 June 2024 10:04:37 by Maja