

# How to Apply for an Internal Position Online with Applitrack



Go to the district website, [mpspride.org](http://mpspride.org)

#lick on **Work** **MPS** **j** **O**

Click **V**

# **Submit an internal application form**

Click **Start**



Fill in your personal information **U**  
**U hohk@- \k8**

Click **Next Page** or **Save as Draft** to work on the application later

Chose "Yes, I am currently an employee of Manchester Public Schools"

Click **Next Page**

Enter the username and password you og onto a computer **u**

Click **Authenticate**

Click **Next Page**

Manchester Public Schools - Employment Application

Home Employment Application tested, Test Log Off

Navigation:

1. Personal Info
2. Current Employment Status
- 3. Postal Address**
4. Vacancy Desired
5. Confirmation

Please list your mailing address.

**Permanent Address**

Number & Street:   
 Apt. Number:   
 City:   
 State/Province:   
 Zip/Postal Code:   
 Country:   
 Daytime Phone:   
 Home/Cell Phone:

**Present Address**

Number & Street:   
 Apt. Number:   
 City:   
 State/Province:   
 Zip/Postal Code:   
 Country:   
 Phone Number:   
 Until what date?:

AppTrack

Save as Draft Finish and Submit

Prev Page Next Page

Fill in your address  
 Click **Next Page**

Search for the position.  
 Click the box next to the position.  
 Indicate your level of experience.

**SCROLL DOWN TO THE BOTTOM OF THE PAGE**

Click **Next Page**

Manchester Public Schools - Employment Application

Home Employment Application

Navigation:

1. Personal Info
2. Current Employment Status
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**Security**

General

- 22402 209: Security Guard - Per Diem As Needed

**Special Education**

Teacher

- 22402 403: Special Education Teacher
- 22402 391: Special Education Teacher
- 22402 405: Teacher for Children with Moderate Special Needs

**Substitute**

Building Substitute

- 22402 406: Bldg Building Substitute
- 22402 406: Teacher Building Substitute

Substitute School Nurse

- 22402 203: Substitute School Nurse - 2014-2015 School Year

Substitute Hall Monitor

- 22402 382: Substitute Hall Monitor - 2014-2015 School Year

Substitute Nurse Aide

- 22402 380: Substitute Nurse Aide - 2014-2015 School Year

Substitute Paraprofessional

- 22402 306: Substitute Paraprofessional - 2014-2015 School Year

Substitute Secretary

- 22402 383: Substitute Secretary/Clerical - 2014-2015 School Year

Substitute Security

- 22402 385: Substitute Security - 2014-2015 School Year

Substitute Tutor

- 22402 384: Substitute Tutor - 2014-2015 School Year

**Technology**

A/P Maintenance

- 22402 407: Tech - Maintenance

How many years of experience do you have in this position?

Action Required

Details to be fully considered for this job selection you must:

- Complete any additional applicant resources (see the navigation or the "Next Step" button)
- Indicate the experience level the "Years of Experience" button.

OK

AppTrack

Save as Draft Finish and Submit

Please answer the questions below.

**Manchester Public Schools**  
Making Excellence a Reality

### Non-Certified Internal Bid

Date of Hire

Your Current Bargaining Group

Current Position

Location of Current Position

Best Phone Number or Email Contact Information

**YOUR NAME**

**BOE employees from bargaining units outside of the one listed for this position must submit the following to apply:**

Resume

Cover Letter

Copy of Appropriate Certification

Complete the brief application, either the Non-Certified Internal Bid and the Certified Internal Bid

Click **Finish and Submit**

Please answer the questions below.

**Manchester Public Schools**  
Making Excellence a Reality

### Certified Internal Bid

Date of Hire

Your Current Bargaining Group

Current Position

Location of Current Position

Best Phone Number or Email Contact Information

**YOUR NAME**

**BOE employees for this position must submit the following to apply:**

Resume

Cover Letter

Copy of Appropriate Certification

Click the gray box "Click to Digitally Sign"