How to Apply for an Internal Position Online with Applitrack



Go to the district website, mpspride.org

#lick on Work MPS j O

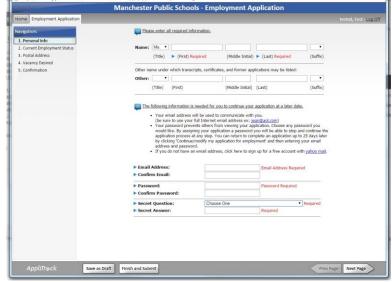
Click ° V

Submit an internal application formClick **Start**



Fill in your personal information U U hohk $- <math>\$ \ k8

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



Manchester Public Schools - Employment Application Home Employment Application Please enter all required information. 2. Current Employment Status 4. Vacancy Desired Note: Substitutes, both Regular and Long Term, are not considered internal, and are thus ineligible for internal 5. Position Desired 6. Confirmation No, I am not currently an employee of Manchester Public Schools
Yes, I am currently an employee of Manchester Public Schools Authenticate Internal Employee Status Manchester Public Schools requires internal applicants to use their network user id and password to authenticate their internal status. Network ID: Network Authenticate Cancel Save as Draft Finish and Submit Prev Page Next Page

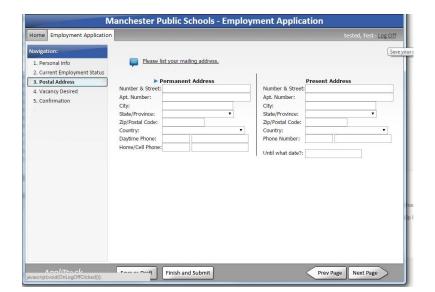
Chose "Yes, I am currently an employee of Manchester Public Schools"

Click Next Page

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

Click Authenticate

Click Next Page



Fill in your address

Click Next Page

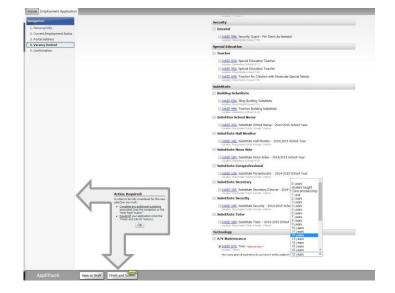
Search for the position.

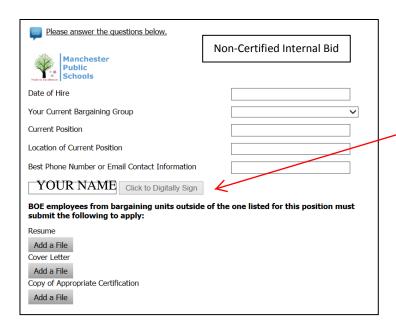
Click the box next to the position.

Indicate your level of experience.

SCROLL DOWN TO THE BOTTOM OF THE PAGE

Click Next Page





Please answer the questions below.	
Manchester Public Schools	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 Click to Digitally Sign	
BOE employees for this position must submit t	he following to apply:
Resume	
Add a File	
Cover Letter	
Add a File	
Copy of Appropriate Certification	
Add a File	

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

Click Finish and Submit

Click the gray box "Click to Digitally Sign"