

## How to Apply for an Internal Position

From the district homepage, click on **Current Job Postings** under Quick Links on the right side of the screen.

From the Employment page, click on the **Internal Candidates** button at the top of the page.

### Employment

**Current Employees: You must create an account and log in to see a list of "Internal Candidates Only" job postings.**



If you already logged into AppliTrack (our employment/job posting system) and have an existing account, click on the **LOGIN** button to proceed.

If you have *never* logged into AppliTrack, click on the **START** button to create an account.

Activities for you:



**START**  
begin the process



**LOGIN**  
to existing account



**IMPORT**

After you have logged, click the **EDIT** button to begin editing/completing your application.

Activities for you:



**EDIT**  
edit your materials



**IMPORT**  
from another account

After you completed your **Personal Info**, click on **Current Employment Status** and click **Yes, I am currently an Employee of MSDLT**.

The screenshot shows a web application interface for an employment application. At the top, there are two tabs: 'Home' and 'Employment Application'. Below the tabs is a navigation menu with five items: '1. Personal Info', '2. Current Employment Status', '3. Vacancy Desired', '4. Position Desired', and '5. Confirmation'. The '2. Current Employment Status' item is highlighted with a blue background. The main content area contains a blue speech bubble icon with the text 'Please enter all required information.' Below this is the question 'Are you currently an employee of MSD of Lawrence Township?' followed by a note: 'Note: Substitutes, both Regular and Long Term, are not considered internal, and are thus ineligible for internal positions.' At the bottom, there are two radio button options: 'No, I am not currently an employee of MSD of Lawrence Township' and 'Yes, I am currently an employee of MSD of Lawrence Township', with the 'Yes' option selected.

Next click on **Vacancy Desired** and when you scroll down you will see any internal postings marked **\*\*Internal Only\*\***.

The screenshot shows the same web application interface as the previous one, but with the '3. Vacancy Desired' item in the navigation menu highlighted with a blue background. The rest of the interface, including the tabs and the main content area, is not visible in this screenshot.

If you have questions, contact Maggie Jones in Human Resources.

