



Millcreek Township School District

Millcreek Education Center

3740 West 26th Street • Erie, Pennsylvania 16506-2096 • (814) 835-5300



"Creating the Future"

Employment & On-Line Application Procedure for Posted Vacancies

The Millcreek Township School District has an on-line application process for all positions.

The electronic on-line application process assures that all completed and submitted applications for a current open vacancy are reviewed and considered for the open positions for which new or internal applicants have applied.

You must have an e-mail address in order to complete the application and update your active application. If you do not have an e-mail address, the Millcreek Township School District on-line application will direct you to www.yahoo.com to set-up a free e-mail address. You will have to be able to access this e-mail address to maintain or update your application file.

I. ARE YOU A NEW APPLICANT OR WOULD YOU LIKE TO BE A SUBSTITUTE?

1. Go to www.mtsd.org.
2. Department Tab - Personnel Tab – Current Openings Tab.
3. Click on "Start an application for employment."
4. Follow the prompts.
5. Click on "Submit Application."
6. An e-mail confirmation will be received immediately.

II. DO YOU WANT TO MODIFY OR UPDATE YOUR EXISTING APPLICATION?

1. Go to www.mtsd.org.
2. Department Tab - Personnel Tab – Current Openings Tab.
3. Click on "Continue/modify my application for employment."
4. Follow the prompts.
5. Click on "Submit Application."
6. An e-mail confirmation will be received immediately.

III. ARE YOU AN INTERNAL APPLICANT (MILLCREEK TOWNSHIP SCHOOL DISTRICT EMPLOYEE)?

1. Go to www.mtsd.org.
2. Department Tab - Personnel Tab – Current Openings Tab.
3. Click on "Submit an internal application/transfer form."
4. Follow the prompts.
5. Click on "Submit Application."
6. An e-mail confirmation will be received immediately.

IV. DO YOU WANT TO MODIFY OR UPDATE YOUR EXISTING INTERNAL APPLICATION?

1. Go to www.mtsd.org.
2. Department Tab - Personnel Tab – Current Openings Tab.
3. Click on "Continue/modify my application for employment."
4. Follow the prompts.
5. Click on "Submit Application."
6. An e-mail confirmation will be received immediately.

The email confirmation will provide you with additional official requirements you must bring along with you when you are called to interview for an open position.

All employment forms are available on the personnel web page.

If you have any questions, please call Wendy Spaeder, Personnel Secretary, at 814-835-5309.
Thank you for your interest in Millcreek Township School District.

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