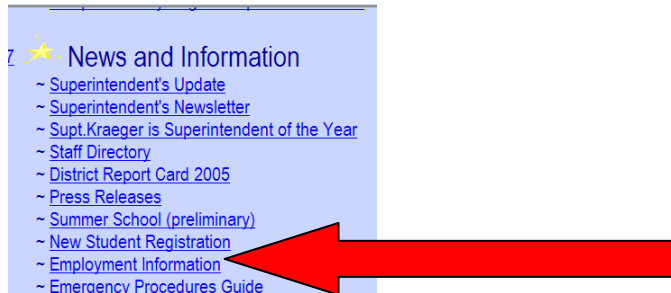


# Using SchoolSpring to Apply for an Internal Posting

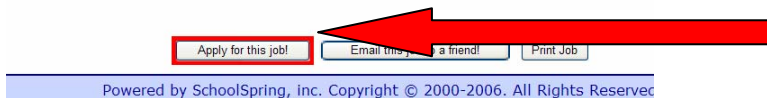
1. Go to [www.ri.net/middletown](http://www.ri.net/middletown)
2. Select the **Employment Information** link.



3. Enter the **Job ID** number and select **Search**.



4. Scroll down and select **Apply for this job**.



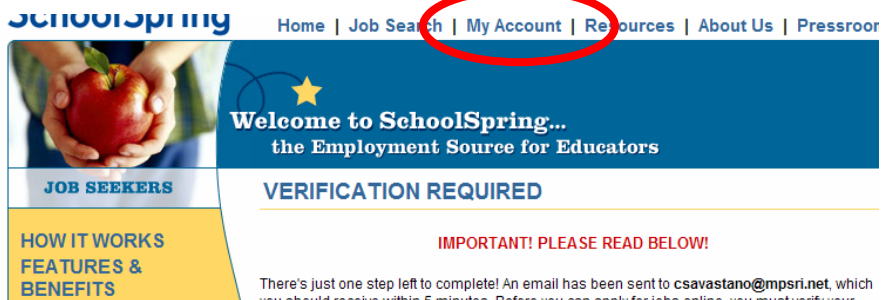
- You can apply for this job online using SchoolSpring. The first time that you use SchoolSpring you will need to register. Select register to create your log in account.



- Create a SchoolSpring account. You will need to check your mpsri mail to verify account creation.



- Once you have verified your account via your email you can log in to SchoolSpring or select the My Account link if you are still logged in.



8. In order to apply for the position you will need to complete the following information:

**1. Profile information (name, address, etc.)**  
**2. Background questions**  
**3. Cover letter**  
**4. Education information (degree and school attended - no course info)**

9. After your information has been completed at SchoolSpring you will need to select Apply for this job.

race, color, religion, national origin, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

**Requirements**  
Entry-level accepted  
Bachelors degree from an accredited institution preferred

**Application Questions**  
None required

**Contact Information**  
Mary Dyl  
26 Oliphant Lane  
Middletown, Rhode Island 02842  
Phone: 401-849-2122  
Fax: 401-849-0202  
Email: [click here](#)

**Apply for this job!**

[Click here to learn more procedures](#)

Copyright © 2001-2006 SchoolSpring, inc. - The Employment Source for Educators  
by using this website you agree to be bound by the [terms of use](#) | [privacy policy](#) | [contact us](#) | [site map](#)