

Employment Opportunities Overview

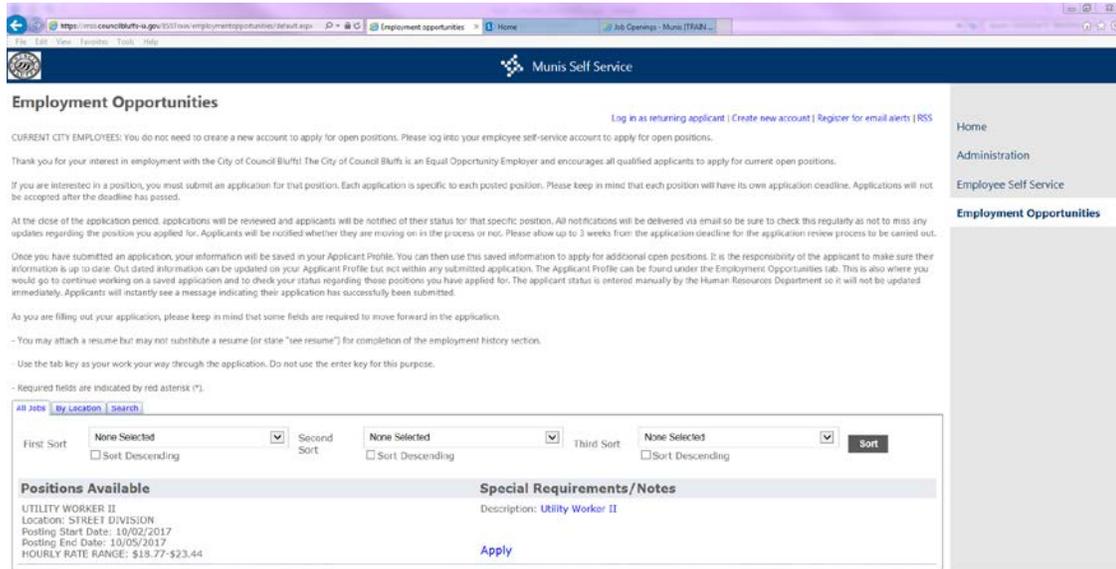
Accessing Employment Opportunities

1. Navigate to www.councilbluffs-ia.gov, click on Employment at the bottom of the page.



Employment Opportunities Main Page

1. Once you click on Employment, the Employment Opportunities Main Page appears.



2. If there are no open positions, you will see the screen below.



3. Identifying parts of the Employment Opportunities Main Page

1. **Log in as returning applicant** – If you have already created an account or applied via Employment Opportunities previously, click this link to log in.
2. **Create new account** – This link will allow you to create an account to apply for Job Openings
3. **Register for email alerts** – Clicking this link will allow you to sign up to be notified when jobs are posted.
4. **Employment Opportunities** – Job Opening Main Menu.
5. **Positions Available** – Listing of all open positions for the City of Council Bluffs.
6. **Apply** – Clicking Apply will take you through the application to submit to Human Resources.
7. **Job Description** – This link will give you a full Job Description of the open position.

The screenshot shows the 'Employment Opportunities' page on the City of Council Bluffs website. The page has a blue header with the 'Munis Self Service' logo. Below the header, there are three links: 'Log in as returning applicant', 'Create new account', and 'Register for email alerts', which are marked with red callouts 1, 2, and 3 respectively. The main content area contains several paragraphs of text providing information about the application process, including instructions for current city employees and details about the application deadline and review process. Below the text, there are sorting options for 'All Jobs', 'By Location', and 'Search'. The 'Positions Available' section is marked with a red callout 5 and lists a job opening for 'UTILITY WORKER II' in the 'STREET DIVISION'. The job details include the posting start and end dates and the hourly rate range. The 'Special Requirements/Notes' section is marked with a red callout 7 and provides a description for the 'Utility Worker II' position. An 'Apply' button is marked with a red callout 6.

1 Log in as returning applicant | 2 Create new account | 3 Register for email alerts | RSS

4 Employment Opportunities

5 Positions Available

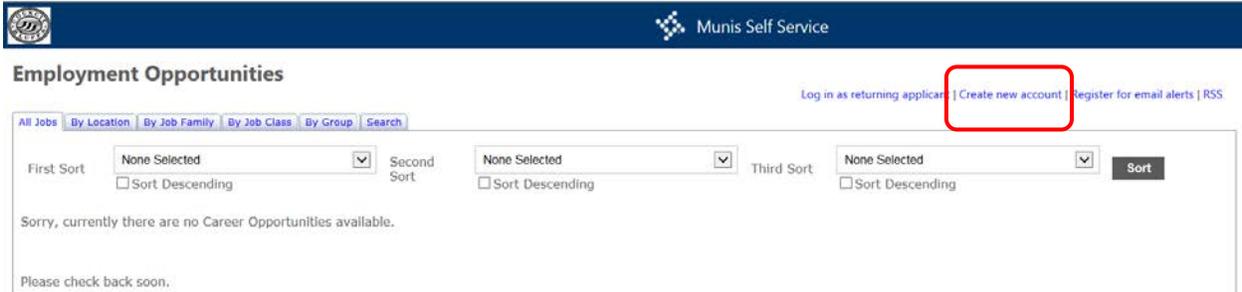
6 Apply

7 Special Requirements/Notes

Utility Worker II
Description: Utility Worker II

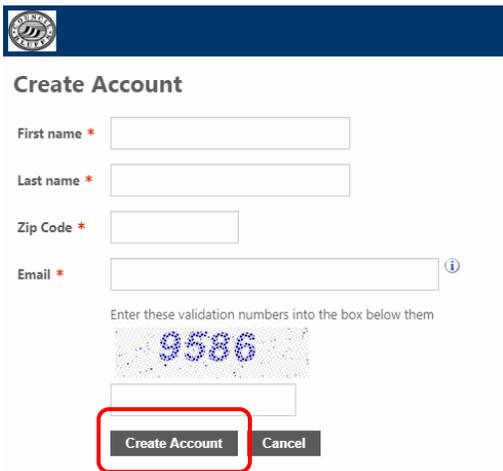
Create New Account

1. If this is your first time logging in, click on Create new account.



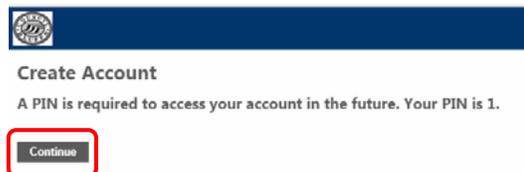
The screenshot shows the 'Employment Opportunities' page. At the top right, there are links for 'Log in as returning applicant', 'Create new account', 'Register for email alerts', and 'RSS'. The 'Create new account' link is highlighted with a red box. Below the navigation bar, there are sorting options for 'First Sort', 'Second Sort', and 'Third Sort', each with a dropdown menu set to 'None Selected' and a 'Sort Descending' checkbox. A 'Sort' button is located to the right of these options. Below the sorting options, a message states: 'Sorry, currently there are no Career Opportunities available. Please check back soon.'

2. Enter your First Name, Last Name, Home Zip Code, Email Address, and the validation numbers. Click Create Account.



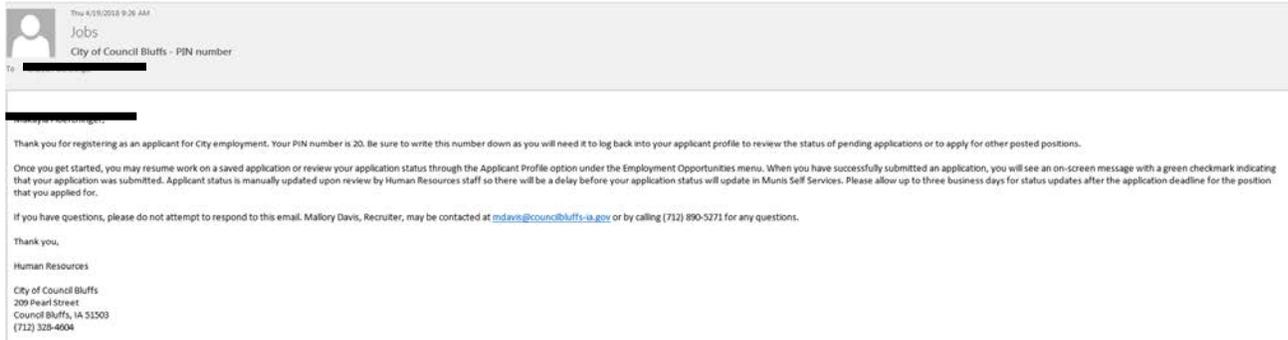
The screenshot shows the 'Create Account' form. It includes input fields for 'First name *', 'Last name *', 'Zip Code *', and 'Email *'. Below the email field, there is a validation code '9586' displayed in a noisy box. At the bottom of the form, there are two buttons: 'Create Account' and 'Cancel'. The 'Create Account' button is highlighted with a red box.

3. After you click Create Account, you will receive a message with your PIN as well as an email. Keep your PIN for future applications as it is needed to access your account in the future. Click Continue to apply for an open position.



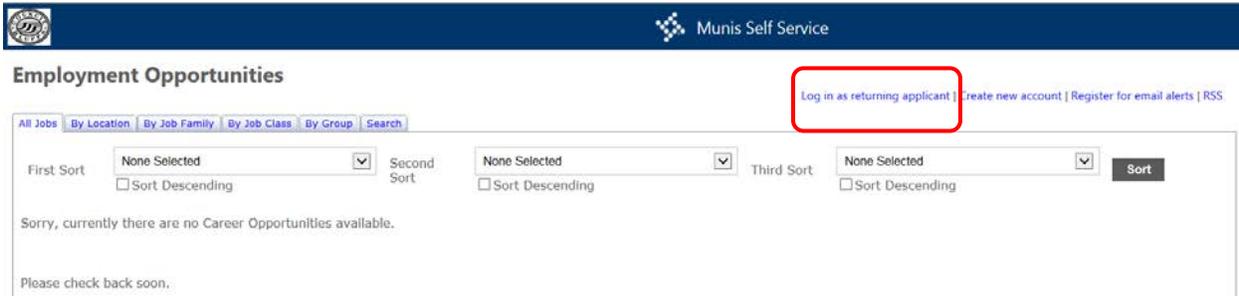
The screenshot shows a confirmation message titled 'Create Account'. The message text reads: 'A PIN is required to access your account in the future. Your PIN is 1.' Below the message, there is a 'Continue' button, which is highlighted with a red box.

Sample email you will receive after creating an account.



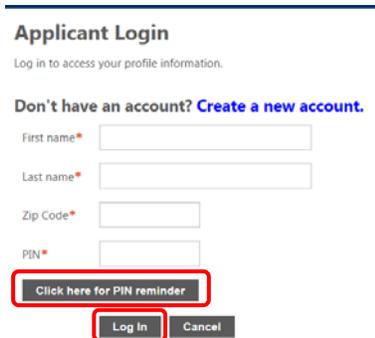
Log In As Returning Applicant

1. If you've applied online previously, click on **Log in as returning applicant**.



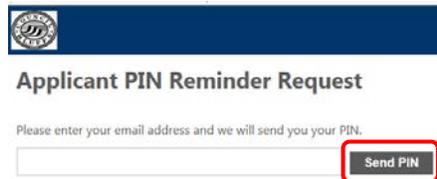
The screenshot shows the 'Munis Self Service' header with the 'Employment Opportunities' section. A navigation bar includes links for 'All Jobs', 'By Location', 'By Job Family', 'By Job Class', and 'By Group'. Below this are three dropdown menus for sorting (First, Second, and Third Sort), each currently set to 'None Selected'. A 'Sort' button is located to the right of these menus. A red box highlights the 'Log in as returning applicant' link in the top right corner. Below the sorting options, a message states: 'Sorry, currently there are no Career Opportunities available. Please check back soon.'

2. Enter your First name, Last name, Home Zip Code, and PIN. Click **Log In**.



The screenshot shows the 'Applicant Login' section. It includes a sub-header 'Applicant Login' and a note: 'Log in to access your profile information.' Below this is a link: 'Don't have an account? Create a new account.' The form contains four input fields: 'First name*', 'Last name*', 'Zip Code*', and 'PIN*'. Below the 'PIN*' field is a button labeled 'Click here for PIN reminder', which is highlighted with a red box. At the bottom of the form are two buttons: 'Log In' and 'Cancel', with the 'Log In' button also highlighted with a red box.

3. If you forgot your PIN, click the **Click here for PIN reminder** button. You will then see the screen below. Enter the email address you registered with. Click **Send PIN**. Your PIN will then be emailed to you.



The screenshot shows the 'Applicant PIN Reminder Request' section. It features the 'Applicant PIN Reminder Request' header and a sub-header. Below the sub-header is a text prompt: 'Please enter your email address and we will send you your PIN.' This is followed by an email address input field. To the right of the input field is a button labeled 'Send PIN', which is highlighted with a red box.

Apply for a Job Opening

1. Once you are ready to Apply for a job, click on **Apply**. Please first read over the full Job Description by clicking on the blue hyperlink with the Job Title under Special Requirements/Notes.

Employment Opportunities [Register for email alerts](#) | [RSS](#)

CURRENT CITY EMPLOYEES: You do not need to create a new account to apply for open positions. Please log into your employee self-service account to apply for open positions. Thank you for your interest in employment with the City of Council Bluffs. The City of Council Bluffs is an Equal Opportunity Employer and encourages all qualified applicants to apply for current open positions. If you are interested in a position, you must submit an application for that position. Each application is specific to each posted position. Please keep in mind that each position will have its own application deadline. Applications will not be accepted after the deadline has passed. At the close of the application period, applications will be reviewed and applicants will be notified of their status for that specific position. All notifications will be delivered via email so be sure to check this regularly as not to miss any updates regarding the position you applied for. Applicants will be notified whether they are moving on in the process or not. Please allow up to 3 weeks from the application deadline for the application review process to be carried out. Once you have submitted an application, your information will be saved in your Applicant Profile. You can then use this saved information to apply for additional open positions. It is the responsibility of the applicant to make sure their information is up to date. Out dated information can be updated on your Applicant Profile but not within any submitted application. The Applicant Profile can be found under the Employment Opportunities tab. This is also where you would go to continue working on a saved application and to check your status regarding those position you have applied for. The applicant status is entered manually by the Human Resources Department so it will not be updated immediately. Applicants will instantly see a message indicating their application has successfully been submitted. As you are filling out your application, please keep in mind that some fields are required to move forward in the application. - You may attach a resume but may not substitute a resume (or state "see resume") for completion of the employment history section. - Use the tab key as your work your way through the application. Do not use the enter key for this purpose. - Required fields are indicated by red asterisk (*).

All Jobs | [By Location](#) | [By Job Family](#) | [By Job Class](#) | [By Group](#) | [Search](#)

First Sort: Sort Descending Second Sort: Sort Descending Third Sort: Sort Descending [Sort](#)

Positions Available

PARKS SUPERVISOR - PARK MAINTENANCE [Special Requirements/Notes](#)
Description: Parks Supervisor - PM

[Apply](#)

Code: 4-1
Type: INTERNAL & EXTERNAL
Location: PARKS
Grade: AFSCME GR 15
Group: AFSCME UN
Job Family: TECHNICAL TRADES
Posting Start Date: 09/17/2017
Posting End Date: 10/01/2017
Salary: \$19.27-\$19.27

- When you click apply, you will see the first page of the application. Once you have filled out the entire page, click on **Next Section**. If you click "Save for Later", it will save all of the information you have entered thus far. Your application will then be saved for you to complete and submit at a later time.

PARKS SUPERVISOR - PARK MAINTENANCE

PAGE 1 (section 1 of 3)

CITY OF COUNCIL BLUFFS

Please complete all the required fields in this section.

PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	NAME SUFFIX
<input type="text" value="TEST"/>	<input type="text" value="TEST"/>	<input type="text" value="T"/>	<input type="text"/>
SOCIAL SECURITY NUMBER			
<input type="text" value="123-45-6789"/>			
ADDRESS *			
<input type="text" value="209 Pearl Street"/>			
CITY *	STATE *	ZIP CODE	
<input type="text" value="Council Bluffs"/>	<input type="text" value="IOWA"/>	<input type="text" value="51503"/>	
PRIMARY PHONE NUMBER *	ADDITIONAL PHONE NUMBER	EMAIL ADDRESS	
<input type="text" value="712-328-4604"/>	<input type="text"/>	<input type="text" value="jobs@councilbluffs-ia.gov"/>	

Next Section >>

Save for Later

****Any field with a red asterisk is a required field (you cannot leave these fields blank). If you do not fill out the required fields, you will get the error below.****

 Please correct the errors on this page before continuing. 

- Before you can submit your application, you must acknowledge that you have read the verbiage at the end of the application, type your name in the signature line to sign, and enter the submission date. Click **Review Application**.

If you are not ready to submit the application, click **Save for Later**. (This will allow you to go back in and submit at a later time, but also save all of your information). If the application is not submitted on or before the closing date of the posting, it will not be accepted.

APPLICANT MAY INCLUDE ADDITIONAL INFORMATION WITH THIS APPLICATION

If you provide false, inaccurate, or incomplete information in this application form or in any interview or if you fail to disclose information requested in this application form or in any interview, you will not be eligible for employment, or, if you are hired, you will be subject to termination.

In connection with my application for employment with the City, I expressly authorize the release to the City of Council Bluffs, Iowa, of any records or information which may refer or relate to my application for employment, including, but not limited to, records of schools, law enforcement or criminal justice agencies, and previous employers. I hereby release and discharge the City of Council Bluffs, Iowa, and any other person, firm, agency, or corporation from any and all claims and liability which I may have or ever claim to have relating to information provided to the City as part of my application for employment.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the Employer discovers the violation of its policy regarding application form dishonesty.

I certify that answers given in this application are true and complete to the best of my knowledge.

ACKNOWLEDGEMENT *

SIGNATURE *

DATE *

<< Previous Section **Review Application** Save for Later

- When you review your application, you have one last chance to make changes before submitting it for review. Click on the blue hyperlink **Change** to edit your application.

PARKS SUPERVISOR - PARK MAINTENANCE

Please review your application. Click "Submit Application" to complete it.
Use the "Change" links instead of the back button to edit your application.

PAGE 1 [Change](#)

CITY OF COUNCIL BLUFFS

PERSONAL INFORMATION

LAST NAME	TEST
FIRST NAME	TEST
MIDDLE INITIAL	T
NAME SUFFIX	
SOCIAL SECURITY NUMBER	123-45-6789
ADDRESS	209 Pearl Street
CITY	Council Bluffs
STATE	IOWA
ZIP CODE	51503
PRIMARY PHONE NUMBER	712-328-4604
ADDITIONAL PHONE NUMBER	
EMAIL ADDRESS	jobs@councilbluffs-ia.gov

5. Once you are ready to submit your application for review, click on **Submit Application**.

APPLICANT MAY INCLUDE ADDITIONAL INFORMATION WITH THIS APPLICATION

If you provide false, inaccurate, or incomplete information in this application form or in any interview or if you fail to disclose information requested in this application form or in any interview, you will not be eligible for employment, or, if you are hired, you will be subject to termination.

In connection with my application for employment with the City, I expressly authorize the release to the City of Council Bluffs, Iowa, of any records or information which may refer or relate to my application for employment, including, but not limited to, records of schools, law enforcement or criminal justice agencies, and previous employers. I hereby release and discharge the City of Council Bluffs, Iowa, and any other person, firm, agency, or corporation from any and all claims and liability which I may have or ever claim to have relating to information provided to the City as part of my application for employment.

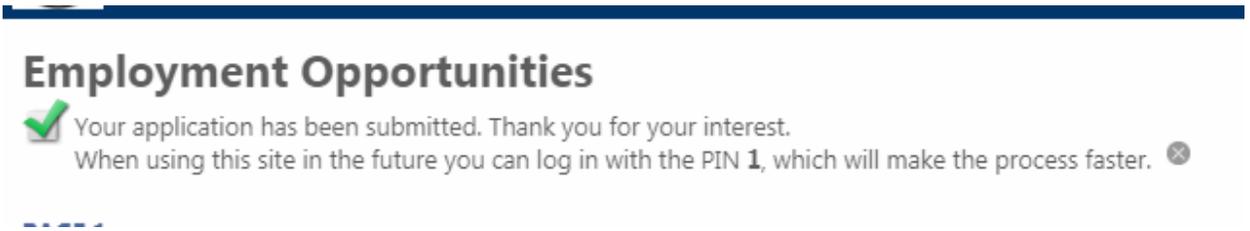
I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the Employer discovers the violation of its policy regarding application form dishonesty.

I certify that answers given in this application are true and complete to the best of my knowledge.

ACKNOWLEDGEMENT	Yes
SIGNATURE	TEST TEST
DATE	09/19/2017



6. You will get a notification that your application has been submitted and also a reminder of your PIN. You will also receive a confirmation email. Please refer to this confirmation email for any follow up questions.



Sample email you will receive after your application has been submitted.

