

## Frequently Asked Questions – Employment Opportunities

### What if I forget my PIN number?

If you forget your PIN number, click on **Log in as returning applicant**. Then click the **Click here for PIN reminder** button. This will prompt a communication to be sent to the email you previously registered that will include your PIN number.

The image shows two screenshots from the Munis Self Service portal. The left screenshot is the 'Employment Opportunities' page, which has a search bar and several dropdown menus for sorting. A red box highlights the link 'Log in as returning applicant | Create new account | Register for email alerts | RSS'. The right screenshot is the 'Applicant Login' page, which has fields for 'First name', 'Last name', 'Zip Code', and 'City'. A red box highlights the 'Click here for PIN reminder' link, and another red box highlights the 'Log in' and 'Cancel' buttons.

### Can I edit my application after I submit it?

No, once your application is submitted you may not make any changes.

### What if I forget to add an attachment?

All attachments must be added prior to submitting your application. If you fail to add a required attachment, please contact Mallory Davis – Recruiter at 712-890-5271 or [mdavis@councilbluffs-ia.gov](mailto:mdavis@councilbluffs-ia.gov) to discuss your options.

### Can I submit a paper application?

No, you may not submit a paper application. These will no longer be available or accepted as a means of applying for a job with the City of Council Bluffs.

### How do I get to my saved application?

Once logged in, navigate to your **Applicant Profile** page on the right hand side of the screen. You will then click on **Saved Applications** to make changes, if necessary, by clicking **Resume**. Only applications submitted prior to the closing date will be reviewed for consideration.

The image shows a screenshot of the 'Applicant Profile' page. On the left, there is a navigation menu with 'Home', 'Employment Opportunities', 'Applicant Profile', and 'Saved Applications'. The 'Saved Applications' link is highlighted with a red box. The main content area is titled 'Saved Applications' and contains a table with the following data:

Job Description	Save Date and Time	Actions
LANDSCAPE TECHNICIAN	01/08/2018 10:59:27 AM	<a href="#">Resume</a> <a href="#">Delete</a>

### Who do I call if I have questions about my information?

Mallory Davis – Recruiter  
712-890-5271  
[mdavis@councilbluffs-ia.gov](mailto:mdavis@councilbluffs-ia.gov)