

Frequently Asked Questions when applying for positions, online, with the City of North Las Vegas

How do I apply for positions with the City of North Las Vegas?

For most positions you must first complete the online application on the CNLV iRecruitment web site. On the iRecruitment front page click "Register today" to begin the process or if you have previously registered, enter your email address and password to login. In the "Quick Link" box, search for the desired job opening and click on the "Apply Now" icon on the right side of the posting to apply for the position.

What if I do not have a computer?

Computers and staff are available at the CNLV Human Resources offices Monday through Thursday, 8:00 am until 6:00 pm. Computers are also available at your local library.

I am using AOL as my Browser and I am having problems registering and navigating the application.

The iRecruitment web site will not work properly in an America Online (AOL) environment. You may also experience problems with other browsers, such as Mozilla and Firefox. The only Browser that is certified by Oracle as compatible with the Recruitment application is Internet Explorer 7.

I am using Internet Explorer but I'm still encountering technical errors in iRecruitment.

Try deleting the temporary internet files that buildup on your PC. Go to Tools, on the top of your browser and click Internet Options.... Click on Delete Files.... (No need to delete Cookies or other passwords and settings.) Also, avoid using your browser "Back" and "Forward" buttons while in iRecruitment. Use the navigation buttons in the application to move from page to page.

If I don't have all my application information at hand should I terminate my application and come back later to finish?

No. Only terminate your application if you do not want to be considered for the position. If you terminate your application **the system will not allow you to reapply later** using the same email user ID. You will have to make a fresh application using a different email address.

What information will I need for the application?

You will provide general information such as name, address and phone number. There will be screens for both educational history and work experience. When completing the work history portion you will need to provide the employer's name, the month and year you began and ended work (where applicable), and a summary of job duties.

What do I do if I can't remember my login information?

If you remember your user name (email address) but have forgotten your password, you can enter the user name and then click the "I forgot password" link. A new password will be sent to you via email within 24 hours. Even though the new password appears in upper-case letters, enter the new password in lower-case letters

Can I attach a resume or cover letter?

Yes. You may attach a resume and cover letter as you apply for each position. Electronic documents in Word or PDF format can be attached during the application process. These documents should be in black and white only and should NOT include pictures. Please remember to bring your resume or cover letter in electronic format with you to the HR office if you plan to use these computers to apply.

Can I attach a resume or cover letter produced in Word 2007?

If you are using Word 2007 to produce your resume or cover letter, please save your document as a 1999-2003 Word Doc before uploading into the City's online recruiting system.

If you still experience technical difficulties using the CNLV iRecruitment system contact the CNLV HR office at (702) 633-1501 or email Clay Wight at wightc@cityofnorthlasvegas.com.