

INSTRUCTIONS FOR OBTAINING A TYPING CERTIFICATE

This position requires all applicants to submit a typing certificate to demonstrate the ability to type at the speed indicated in the job flyer. Applicants who do not provide a typing certificate will be removed from the application process.

Typing certificates may be obtained through temporary employment agencies, government agencies, or schools and/or colleges. Please note that typing test certificates obtained via the internet will not be accepted.

All typing test results/certificates must include the following information:

1. Applicant's name.
2. Name of the agency that administered the typing test.
3. Date of the typing test. A test must be dated within six months of the final filing date of the recruitment.
4. Gross typing speed, number of errors, and net typing speed of the test.

The following agencies are examples of places that can administer the typing test:

Drake Personnel

55 E. Huntington Dr. #130, Arcadia
(626) 445-8900
\$10.00 Charge (cash or money order)
Photo I.D. Required
By Appointment ONLY
Testing: Monday – Friday
8:00 AM – 5:00 PM

Tri- Community Adult Center

342 S Fourth Ave., Covina
(626) 472-7681
Reg. School Year Only (Sept-July)
\$12.00 Charge

Olympic Staffing

444 E. Huntington Dr. # 101, Arcadia
(626) 447-3558
\$15.00 Charge
Photo I.D. Required
Testing: Monday – Friday
7:30 AM – 5:00 PM
No Appointment Necessary

AppleOne Employment Services

230 S. Lake Ave., Pasadena
(626) 796-0395
Free- No Appointment Necessary
Testing: Monday - Friday
9:00 AM – 11:00 AM ONLY