INSTRUCTIONS FOR OBTAINING A TYPING CERTIFICATE

Some positions may require all applicants to submit a typing certificate to demonstrate their ability to type at the speed indicated on the job flyer.   Applicants who do not submit a required typing certificate will be disqualified from the recruitment process.

Typing certificates may be obtained through 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 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.   The certificate must be <u>dated within six months</u> of the final filing date of the recruitment.

4.   Net typing speed

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

Glendora Employment Agency

203 S. Glendora Avenue, Suite C

Glendora, CA 91741

(626) 335-4081

- Call to make an appointment and for pricing
- Accepts cash payments only
- Photo ID required