



CITY OF ARCADIA HUMAN RESOURCES DIVISION

OBTAINING A TYPING CERTIFICATE

Applicants for this position are required to submit a typing certificate to demonstrate their typing speed of net words per minute (wpm). Candidates who fail to provide a valid typing certificate will be disqualified from the recruitment process. The Human Resources Office will not be administering typing tests to candidates.

Certification must be in the form of a certificate or letter with test results and must clearly state the following:

- 1) Name of Applicant.
- 2) Gross typing speed, errors, and number of **net** words per minute (wpm).
- 3) Date of the typing test. Typing test must be dated within one year from the date the application is submitted.
- 4) Name of the issuing agency. Acceptable agencies are a government agency, a temporary employment agency, a business college, an adult school, or a public school system.
- 5) Must be signed by an authorized personnel of that agency confirming the certification.

INTERNET TYPING TESTS WILL NOT BE ACCEPTED.

Certificates that do not include all of the above information may disqualify the applicant from the selection process.

The following agencies are examples of acceptable issuing agencies and administer typing tests to the public:

Olympic Staffing Services

444 E. Huntington Dr., Suite 101, Arcadia
(626) 447-3558 – Walk-ins Welcome
\$20 fee (CASH ONLY) – Photo I.D. Required
Monday – Friday: 8:00 a.m. – 5:00 p.m.

Hart Employment

220 S. Kenwood St., Suite 320, Glendale
(626) 405-0778 – Walk-ins Welcome
\$25 Fee (CASH ONLY)
Monday – Friday: 9:00 a.m. – 5:00 p.m.

North – West College

530 East Union St., Pasadena
(626) 796-5815
\$10 Fee (CASH ONLY) – Photo I.D. Required
Monday – Thursday:
9:00 a.m. – 3:00 p.m. (Appointment Only)
5:30 p.m. – 9:00 p.m. (Walk-ins Welcome)

Glendora Employment Agency

203 S. Glendora Ave., Suite C, Glendora
(626) 335-4081 – Appointment Only
\$20 Fee (CASH ONLY) – Photo I.D. Required
Monday – Friday:
8:30 a.m. – 5:00 p.m.
12:00 p.m. – 1:00 p.m. (Lunch break)