



CITY OF GARDENA
HUMAN RESOURCE OFFICE

TYPING CERTIFICATE REQUIREMENTS

The City of Gardena requires that a current Typing Certificate be submitted with the Employment Application for those open/competitive positions that include typing as a qualification. The Certificate ***MUST*** be current within six (6) months of the Application date and be issued by an accredited school, agency, or a *certified test from the Internet*.

Certification may be in the form of a certificate, letter or agency letterhead or from the Internet and must include the name of the candidate, date the test was administered, number of errors, and the signature and contact information of the person authorized to issue the Certificate.

Acceptable official agencies may include current employer, Temporary agencies, One-Stop Career Centers, trade school or adult school, local community college, and the Internet. For Internet ***“TESTING”***, go to www.typingtest.com/certificate.asp for online testing, certificate must be a ***certified copy, “NOT A PRACTICE TEST”***.

“Applications submitted without the required Typing Certificate will not be considered”.