

A TYPING CERTIFICATE ISSUED WITHIN THE LAST TWENTY FOUR MONTHS WILL BE REQUIRED TO BE SUBMITTED WITH THE EMPLOYMENT APPLICATION FOR THOSE POSITIONS INVOLVING TYPING AND/OR WORD PROCESSING SKILLS. THE REQUIRED TYPING SPEED IS SHOWN ON THE JOB ANNOUNCEMENT. THE SPEED INDICATED IS THE NET WORDS PER MINUTE (NWPM) NEEDED FOR THE POSITION. TYPING CERTIFICATES CAN BE ATTAINED THROUGH TEMPORARY EMPLOYMENT AGENCIES, ADULT SCHOOLS, AND MOST COLLEGES.

SELF-ADMINISTERED COMPUTERIZED TYPING TEST RESULTS WILL NOT BE ACCEPTED.

IMPORTANT INFORMATION REGARDING TYPING CERTIFICATES (for those positions required to submit a typing certificate)

Failure to attach or submit a current (dated within 2 years from the date of application) typing certificate will cause you to be disqualified from this recruitment for failure to follow directions.

On-line typing tests will not be accepted. E-mailed test results from typing test websites will not be accepted.

The certificate must contain the official emblem and name of the agency that administered the exam, as well as the following information:

- * Name of Applicant
- * Number of corrected (net) words per minute typed during a five (5) minute timed test
- * Date of Certificate - can not be more than 2 years old as of the date of application
- * Signature and title of person verifying the typing test
- * Address and telephone number of agency administering the exam

Please note, only typing exams of **5 minutes in length or more** will be accepted. Your net typing speed on your certificate must be greater than or equal to the required typing speed for this City of Benicia position.

IT IS THE APPLICANTS RESPONSIBILITY FOR FINDING A LOCATION THAT OFFERS TYPING TESTS/CERTIFICATES. PLEASE DO NOT CALL US FOR THAT INFORMATION.

Examples of Locations

Many adult schools, community colleges, and temporary employment service agencies provide typing certificates for your convenience and most do charge some type of fee, however the City will not reimburse for any costs associated with an applicant's typing certificate. **The City of Benicia lists the agencies below as a courtesy. The City is not responsible for changes regarding the agencies or fees.**

BOLT STAFFING - \$15.00 FEE/BY APPOINTMENT ONLY

3427 Broadway, Suite F4
American Canyon, CA 94503
707-552-7800

EXPRESS PERSONNEL SERVICES - \$15.00 FEE/BY APPOINTMENT ONLY

5030 Business Ctr. Drive, Ste. 140	177-B Butcher Road
Fairfield, CA 94534	Vacaville, CA 95688
707-422-9955	707-446-2150

CASH ONLY

NELSON STAFFING SOLUTIONS - \$20 FEE/ BY APPOINTMENT ONLY

4820 Business Ctr. Drive, Ste. 120	513 Lincoln Avenue
Fairfield, CA 94534	Napa, CA 94558
707-863-8100	707-255-7438

SYSTEM 1 STAFFING - \$20.00 FEE/BY APPOINTMENT ONLY

1390 Willow Pass Rd., Ste. 100
Concord, CA 94520
925-246-0311

WESTERN STAFF SERVICES - \$15.00 FEE/ BY APPOINTMENT ONLY

3220 Blume Drive, Ste. 177
Richmond, CA 94806
510-222-8404