



CITY OF BELL GARDENS

Human Resources

7100 S. Garfield Avenue Bell Gardens, CA 90201

www.bellgardens.org

(562) 806-7700

FAX (562) 928-9365

Typing Certificate Requirements

For City of Bell Gardens positions that specify a typing speed requirement, applicants must submit a valid typing certificate with their City employment application that verifies they meet the minimum typing requirements indicated on the job bulletin. Candidates who fail to attach a typing certificate with their application will be disqualified from the examination process. The typing certificate must be issued by a government agency, employment agency or an accredited school/college within the last six (6) months of the application due date.

Please be advised that online internet typing tests/certificates or any other self-administered test will not be accepted.

Certification may be in the form of a certificate, letter, or test results form that **must** contain the following:

- Applicant's name
- Name of issuing agency
- Signature of agency representative certifying the certificate
- Date of test administration (*Test must be dated within six (6) months of the application due date.*)
- Five minute timed test indicating the gross typing speed, errors and NET typing speed

The above information must be included on the typing certificate. Applicants will not be contacted to correct the deficiency. It is the responsibility of the applicant to ensure that certificates issued by any agency meet the requirements as stated above.

The City of Bell Gardens Human Resources Division does not administer typing tests to candidates. For your convenience, listed below are names of acceptable local agencies that administer typing tests and provide certificates to the public. Please call for pricing information as testing fees may differ by agency. You may obtain Typing Certificates from other accredited schools or agencies of your choice.

Downey Adult School 12340 Woodruff Avenue Downey, CA 90241 (562) 940-6200	Norwalk/La Mirada Adult School 15711 Pioneer Blvd Norwalk, CA 90650 (562) 210-3990	Foothill Workforce Development Board 1207 E. Green Street Pasadena, CA 91106 (626) 796-5627
ABC Adult School 12254 Cuesta Drive Cerritos, CA 90703 (562) 229-7960	Olympic Personnel Services 588 South Grand Ave Covina, CA 91722 (626) 967-5255	Gardena One Stop Center 16801 South Western Ave. Gardena, CA 90247 (310) 538-7070