

# City of Gilroy

Human Resources Department • 7351 Rosanna Street • Gilroy, CA 95020 • (408) 846-0228

## Typing Certificate Information Sheet

You will need to submit an **original** certificate indicating your typing proficiency with your application. A certificate of your skill level may be obtained from an agency that meets the required criteria and has been pre-screened by the City of Gilroy. The criteria for acceptable verification are:

1. The agency must be a recognized agency on the list provided below that regularly issues certificates of typing skills. The City of Gilroy reserves the right to reject a certificate if it has been issued by an agency not on the list below. Therefore, to avoid any possibility of rejection, please obtain your certificate from one of the agencies listed below as these agencies have been pre-screened by the City of Gilroy.
2. Verification of an **original** certificate or an **original** signed statement on official letterhead of the testing agency which is **dated within 6 months prior to the date on your employment application**. If you submit your employment application in person, the City of Gilroy representative accepting your application may verify the originality of the certificate, make a copy for attaching to the application and return the original certificate to the applicant.
3. Certificate or signed statement must include the following information:
  - ✓ That you took a five-minute timed typing test.
  - ✓ Your score in gross speed, number of errors and net speed.
  - ✓ The date of the exam.
  - ✓ Signature of a staff member from the agency verifying the results of the exam.
4. Please plan ahead and don't wait until the last minute to work on obtaining your certificate.
5. **On-line typing certificates are not acceptable.**
6. **Any testing costs are at the expense of the applicant.**

The following is a list of local agencies that meet our criteria, administer tests and issue certificates. Please call in advance to verify agency office hours. **All agencies require that you show a picture ID prior to testing.**

### **Manpower - Gilroy**

8401 Church Street  
Gilroy, CA 95020  
(408) 846-1144  
Fee: \$18 (money order/gram, personal check or cashier check only)

### **Manpower – Hollister**

1111 San Felipe Road, Suite 201  
Hollister, CA 95023  
(831) 636-0550  
Fee: \$20 (money order/gram)

### **AppleOne Employment Services**

5353 Almaden Expressway, Suite E41,  
San Jose, CA 95118  
(408) 978-1800  
Appointment preferred  
\$10 per test (cash)

### **Manpower – Salinas**

622 Northridge Mall  
Salinas, CA 93906  
(831) 443-8000  
Fee: \$20 (money order/cashier check)  
Fee includes two attempts

### **Certified Employment Group**

2105 South Bascom Ave., Ste. 386  
Campbell, CA 95008  
(408) 626-7127  
Appointment preferred  
Fee: \$10 (cash)