

TYPING CERTIFICATION INFORMATION SHEET

This position requires applicants to provide a typing certificate demonstrating the minimum typing requirement of 40 wpm (NET speed). Applicants are responsible for ensuring typing test documentation is attached to their application and that this is received by the City of Peoria Human Resources Department before the closing date.

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

- 1 Name of the issuing agency. Acceptable agencies are a government agency, an employment agency, a business college, an adult school, or a public school system.
- 2 Date of the typing test. The typing test must be dated within one year of the closing date.
- 3 Applicant's name.
- 4 Signature of test agency representative.

Certificates that do not include all the above information may disqualify the applicant from the selection process. Internet typing tests will not be accepted. If an agency will not supply your typing score with the above requirements it will not be accepted by the City of Peoria. We recommend that you check with the testing agency prior to taking the test to ensure these requirements are met.

The following agencies are examples of acceptable issuing agencies and administer typing tests to the public. Please call for an appointment.

- **DES Job Service**

There is no charge for certification at the Department of Economic Security.

North Phoenix
9801 N. 7th St.
Phoenix, AZ
(602) 861-0494 Ext.1034

Office West Valley Office
3406 N. 51st Avenue
Phoenix, AZ
(623) 247-3304 Ext. 1005

- **Kelly Temporary Services**

All branches offer typing certification. There is a charge. Please check with Kelly Services for your nearest branch.

Phoenix Branch
16816 N. 35th Ave. Suite 11A
Phoenix, AZ
(602) 548-5656

Avondale Branch
10575 W. Indian School Rd., #111
Avondale, AZ 85323
(623) 772-9839
Walk-in's accepted
Money order or cashiers check only

- **Maricopa Work Force Center**

Offer typing certification every Friday at 11:00 by appointment only

Peoria Center
9770 W. Peoria Ave.
Peoria, AZ 85345
(623) 934-3231
Appointment required

Other suggestions for obtaining typing certifications are temporary agencies and/or community colleges. You may be required to call ahead for an appointment.

Questions? Call HR (623) 773-7100 x3 or e-mail us at humanresources@peoriaaz.com