



City of La Cañada Flintridge

Obtaining a Typing Certificate to Submit with Your Application for Employment

Some of the City's positions require applicants to provide a typing certificate to demonstrate the minimum typing requirement.

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 final filing date of the flyer.
3. Five minute timed test with net speed.
4. Applicant's name.

Certificates that do not include all the above information may disqualify the applicant from the selection process. Internet typing tests will not be accepted. Tests must have been obtained 12 months or less from the application closing date. No certificates dated prior to that time will be accepted.

The following agencies are examples of acceptable issuing agencies and administer typing tests to the public:

Apple One is currently the only local agency that will issue a typing certificate acceptable to the City. There is no charge for the certificate, but an appointment is needed. For other locals, visit: <http://appleone.com>

Apple One - Pasadena Office
150 S. Los Robles Avenue, Suite 970
Pasadena, CA 91101
(626) 796-0395

Apple One - Glendale Office
325 West Broadway
Glendale, CA 91204
(818) 247-2991