

CITY OF POMONA

Human Resources Department

TYPING CERTIFICATE REQUIREMENTS

Typing certificates may be scanned and submitted as an attachment to the online application or faxed, emailed, or mailed to the Human Resources Department within five (5) calendar days after closing date. Please write the title of the position and your name on the top right corner of the certificate.

The Human Resources Department may verify an original certified typing certificate prior to giving a conditional offer of employment. The original certificate must be issued **within one year** prior to the application date by an accredited school or agency.

Please note that typing certificates obtained over the Internet are NOT acceptable. The Human Resources Department does not keep typing certificates on file to be used by applicants for future job applications. Typing certificates may be obtained from agencies other than the agencies we list on the Typing Certificate Requirements sheet.

The certificate must contain:

- Agency's official emblem
- Address and telephone number of agency
- Name of applicant
- Number of net words per minute
- Date of certificate
- Signature of person certifying the certificate

(Listed below are suggested local agencies, which provide typing certificates for your convenience):

ARROW STAFFING 1600 S. Grove Ave. Suite B Ontario, CA 91761 (909) 786-4320 Monday to Friday – 8:30am to 4:15 pm \$10 FEE (Call for appointment - cash only)	OLYMPIC PERSONNEL SERVICES 588 S. Grand Ave. Covina, CA (909) 985-2389 Monday to Friday – 7:30 am to 4:30 pm \$20 FEE (No appt. necessary, cash only) - Photo ID required
TLC STAFFING 7177 Brockton Ave. Suite #338 Riverside, CA (909) 481-4443 Monday - Friday – 10:00am to 3:00 pm \$15 FEE (Call for appointment - cash only)	POMONA VOCATIONAL CENTER 1515 West Mission Blvd., Bldg 2 Pomona, CA (909) 469-2333, press 0 for questions Office hours are 8 am to 4 pm, you may call prior Monday-Friday 8am-11pm & 5 pm to 7pm \$20 FEE (Pomona resident) \$45 FEE (Non-Pomona resident)

Please note: It is the responsibility of the applicant to ensure that certificates issued by any agency, including those listed, meet the requirements stated above. Applications **WILL NOT** be accepted by the Human Resources Department unless a certified typing certificate, from an accredited school or agency is submitted. Typing certificates may be faxed, emailed, or mailed to:

Email: humanresources@ci.pomona.ca.us
Fax: 909-620-2295
Mailing Address: City of Pomona – Human Resources Department
505 South Garey Avenue
Pomona, CA 91767

Please direct any questions to the Human Resources Department (909) 620-2291.