

# City of Milpitas

## Typing- Keyboard Proficiency Verification

Some positions within the City of Milpitas may require a minimum typing speed. If the position you are applying for has a minimum typing speed, you must provide written verification that you meet this requirement. **Typing Verification must be submitted along with a City application and any other documents listed on the job announcement before the application deadline.**

Typing Verification can be obtained from a junior college, adult education program, business school, vocational training center, recognized employment agency or previous or current employer. The Verification must meet the following criteria:

- Verification must show that the typing test administered was a 5 minute timed typewriter or computerized keyboard test.
- Verification must be in certificate format or on letterhead stationery and include the following:
  - Issuing agency information (including mailing address and phone number)
  - Date the test was administered
  - Results: **must show gross words per minute, errors and net words per minute**
  - Dated and signed by the issuing authority
- **On-line Verifications are NOT accepted.**
- **Verification must be dated within one year of the application deadline.**

As verifications will not be returned, we suggest that you submit a photocopy so that you can keep the original for future use.

Questions regarding the application requirements should be directed to the Human Resources Department at (408) 586-3090.

### Examples of Approved Agencies

Below are some examples of local agencies, which administer typing tests and issue typing certificates:

Milpitas Unified School District (Call to schedule an appointment and fee information)

Adult Education Programs

1331 East Calaveras Blvd.

Milpitas, CA 95035

408-635-2692

NOVA (Call to schedule an appointment and fee information)

505 W. Olive Avenue, Suite 550

Sunnyvale, Ca 94086

(408) 730-7232

Certified Employment Group (Call to schedule an appointment and fee information)

2105 S. Bascom Ave, Suite 386

Campbell, CA 95088

(408) 626-7127

AppleOne (Call to schedule an appointment and fee information)

5353 Almaden Expressway, Suite E-41

San Jose, CA 95118

(408) 978-1880

Volt Services Group (Call to schedule an appointment and fee information)

5201 Great America Parkway, Suite 432

Santa Clara, CA 95054

(408) 392-0506

Please be aware that most agencies only accept cash payments and will require a photo I.D. It is best to call the agency directly to ask about their requirements.