



City of Hollister

Human Resources Department

375 Fifth Street Hollister, CA 95023 (831) 636-4308

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. The criteria for acceptable verification are as follows:

1. The agency must be a recognized agency that regularly issues certificates of typing skills. The City of Hollister reserves the right to reject a certificate if it does not meet the listed requirements.
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 Hollister 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. **On-line typing certificates are not acceptable.**
5. **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. Please call ahead to verify forms of payment and cost of testing as that varies by agency.**

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, personal check
or cashier check only)

Manpower - Salinas

622 Northridge Mall
Salinas, CA 93906
(831) 443-8000
Fee: \$15 (money order only)

Certified Employment Group

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

AppleOne

4655 Old Ironsides Dr., Suite 190
Santa Clara, CA 95054
(408) 970-9470
Hours: 7:45 a.m. to 8:30 a.m.; 2:30 p.m. to 4:30 p.m.
Fee: \$0 (free)