



City of La Habra

HUMAN RESOURCES DEPARTMENT

"A Caring Community"

110 E. La Habra Blvd.
La Habra, CA
Office: (562) 383-4079
Fax: (562) 383-4479

City of La Habra
Human Resources Department
TYPING CERTIFICATE REQUIREMENTS

Refer to the job announcement and click on the link Typing Certificate Requirements. Typing certificates may be scanned and submitted as an attachment to the online application.

The Human Resources Department will 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 certificate 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
- Number of errors
- Date of certificate
- Signature of person certifying the certificate

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

<p>Rio Hondo College – Computer Lab 3600 Workman Mill Road Whittier, CA 90601 (562) 463-7364</p> <p>*NO FEE, by appointment only Monday – Thursday 1pm – 6pm Friday 9am – 12pm Parking \$3.00 or meter available</p>	<p>Fullerton College – Business Division 321 E. Chapman Avenue Fullerton, CA 92832 (714) 992-7032</p> <p>*Fee: \$15.00, by appointment only \$3.00 for parking pass Please bring picture ID</p>
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<p>ABC Adult School – Computer Lab 12254 Cuesta Drive Cerritos, CA 90703 (562) 926-6734</p> <p>*Fee: \$20.00 (Cash Only). Call for appointment.</p>	<p>Comet Employment 14831 Whittier Blvd., Ste 101 Whittier, CA 90605 (562) 945-2347</p> <p>*Fee: \$ 20.00 (Cash Only). Call for appointment. Monday to Friday 8:00 a.m. to 5:00 p.m.</p>
<p>America’s Job Center 10900 E. 183rd Street, Suite 392 Cerritos, CA 90703 (562) 402-9336</p> <p>*NO FEE, must create an account on www.caljobs.ca.gov</p>	<p>Norwalk-La Mirada Adult School 15711 Pioneer Blvd. Norwalk, CA 90638 (562) 402-9336</p> <p>*Fee: \$20.00, by appointment only</p>
<p>Arrow Staffing 4295 E. Jurupa St. Ste. # 110 Ontario, CA (909) 786-4320 Monday to Friday – 8:30 a.m. to 4:15 p.m.</p> <p>Fee: \$10.00 (Cash Only)</p>	<p>Olympic Personnel Services 588 S. Grand Ave. Covina, CA (909) 985-2389 Monday to Friday – 7:30 a.m. to 4:30 p.m.</p> <p>Fee: \$20.00 (No apt. necessary, cash only) Photo ID required</p>

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 an original certified typing certificate, from an accredited school or agency is submitted.

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Human Resources Department
110 E. La Habra Blvd., La Habra, CA 90631

Please direct any questions to City of La Habra, Human Resources Department (562) 383-4079.