



# City of Claremont Personnel Department

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## TYPING CERTIFICATE REQUIREMENTS

The Personnel Division requires a certified typing certificate to be submitted with a job application for open positions that have a typing qualification. The **certificate must be issued within one year prior to the application date** by an accredited school or agency.

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 local agencies, which provide typing certificates.

Glendora Employment Agency, Inc.  
203 South Glendora Ave. Ste. C  
Glendora, CA 91741  
626-335-4081  
\$20 Cash (Call for an appointment)

Arrow Staffing  
1600 S. Grove Ave. #B  
Ontario, CA 91761  
909-786-4321  
\$20 Fee (Call for appointment)

Kimco  
3990 Concors Street, Ste. 125  
Ontario, CA 91761  
909-390-9881  
\$30 Fee (Walk-in)

The Right Choice  
5640 Moreno Street, Ste. A  
Montclair, CA 91763  
909-981-1000  
\$25 (Call for appointment)

Express Employment Professionals  
9521 Business Center Drive, Ste. 101  
Rancho Cucamonga, CA 91730  
909-484-4366  
\$25 Cash (Call for appointment)

**Please Note:** It is the responsibility of the applicant to ensure that certificates issued by the agency, including those listed, meet the requirements stated above. **Online typing tests WILL NOT be accepted.** If you do not provide a certified copy of the typing test with your application, your application will be considered incomplete.

**Please direct any questions to: City of Claremont, Personnel Division (909) 399-5450.**