Typing Tests

If the position you are applying for requires a certificate of computer software proficiency or net typing speed, these certificates may be obtained through temporary employment agencies, adult schools, and most colleges.

The certificate must be signed by the agency administering the exam and must not be more than 12 months old. We do not accept certificates issued from self-administered online sources.

Most agencies that provide this service do charge a fee. However, some agencies provide this service free of charge. The City does not reimburse for any costs associated with an applicant's typing or computer software proficiency certificate. The agencies listed below are provided as a courtesy. The City is not responsible for changes regarding the agencies or fees.

Workforce Development Board of Solano County
https://solanoemployment.org/
Cost: Free (as of February 2023)
Prior appointment necessary: 707-863-3523

Fairfield-Suisun Adult School
https://www.fsusd.org/fsas
Cost: There is a fee – inquire for details
Prior appointment necessary: 707-421-4155

ALKAR Human Resources
https://www.1alkar.com/
Cost: There is a fee – inquire for details
Prior appointment necessary: 707-421-0110

Chartwell Staffing Solutions
https://chartwellstaff.com/fairfield-ca-staffing-agency/
Cost: There is a fee – inquire for details
Prior appointment necessary: 707-425-7200

Express Employment Professionals
https://www.expresspros.com/fairfieldca/
Cost: There is a fee – inquire for details
Prior appointment necessary: 707-446-2150