

## SELF-CERTIFICATION STATEMENT

Certain positions filled from the written examination may require applicants to possess the capability to perform a range of typing and/or stenographic tasks. To qualify for these positions, you must be able to: 1) type straight copy at 40 net words per minute; and/or 2) take shorthand at a rate of 80 words per minute and make accurate transcriptions. If you meet the requirements, complete this form and sign and date the self-certification statement below.

My typing speed is \_\_\_\_\_ net words per minute:

I take dictation at the rate of \_\_\_\_\_ words per minute.

I acquired the above skills through:

attendance at \_\_\_\_\_  
School

employment with \_\_\_\_\_  
Employer

training \_\_\_\_\_  
Program

Self-certification by Applicant: I hereby certify that I have thoroughly read the requirements above and presently meet these requirements. I understand that my typing proficiency may be evaluated by the appointing authority.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_