

## TYPING TEST INFORMATION

If you are applying for a position which requires typing you must have successfully completed the typing test, given by the South Carolina Job Service, Trident One Stop Career Center, or an employment agency before submitting your application for employment. Typing test results must meet the minimum speed required by the particular position as indicated on the job posting to be considered for a vacancy. **All applicants are required to submit a typing test taken within the past two years when applying for a position.** If you are a Current CCSD Employee applying for a position that requires a typing score greater than 40CWPM, you must submit a typing test that meets those qualifications. If you submit an application for a position that requires typing, but do not attach a copy of your typing test, your application will not be forwarded for employment consideration. **You are responsible for providing Human Resources a copy of your test results.**

### IF YOU DO NOT HAVE A TYPING TEST

The following agencies provide typing tests:

**South Carolina Job Service**  
176 Lockwood Blvd.  
Room 229  
Charleston, SC 29401

**Phone: (843) 953-8400**  
**Hours of Operation: 8:30 a.m. – 5:00 p.m.**

**Testing Hours: Monday's at 9:00 a.m. and 3:30 p.m.**  
**Friday's at 9:00 a.m. and 2:30 p.m.**

In order to take the typing test, you must register with Job Service. If you are not registered with Job Service please allow additional time to complete the registration process if testing is to be done the same day. You may also register online by visiting their website at [www.sces.org](http://www.sces.org). A picture ID and proof of Social Security Number will be required before taking the typing test. Job Service will provide your typing test results to you.

**Trident One Stop Career Center**  
1930 Hanahan Rd.  
Suite 200  
N. Charleston, SC 29406

**Phone: (843) 574-1800**  
**Hours of Operation: 8:00 a.m. – 5:00 p.m.**

**Testing Hours: Tuesday's and Thursday's at 9:00 a.m. and 2:30 p.m.**  
**(Arrive 15 minutes early for registration)**

In order to take the typing test, you must provide valid picture identification.

### Employment Agencies

Validated typing test results will be accepted from employment agencies.

HR Revised 10/14/09