

MONROE COUNTY CIVIL SERVICE
TYPING PERFORMANCE TEST WAIVER

Name (Please Print)

Social Security Number

Be sure the exam you are taking requires a Typing Performance Test before submitting this waiver.
Check the exam announcement for information.

**WAIVER AND/OR DOCUMENTATION MUST BE POSTMARKED, FAXED OR RECEIVED IN THIS OFFICE
NO LATER THAN THIRTY (30) DAYS AFTER THE WRITTEN EXAM.**

If you submit this waiver and/or documentation, but it is not done correctly or information is missing or incomplete, it will be returned to you and you will be scheduled to take the Monroe County typing test.
You will be notified by mail of your test date, time and location.

I AM REQUESTING A WAIVER OF THE QUALIFYING TYPING PERFORMANCE TEST BECAUSE:

____ I am providing documentation that I have been successful on a typing performance test at or above the rate of speed required for the exam I am taking, with at least a 96% accuracy rate.

- ◆ Documentation may be from a high school continuing education, college course, business school, employment agency or local civil service agency.
- ◆ Documentation must be on official letterhead with the signature, title and phone number of the person who administered the typing test along with the following information:
 - Name
 - Social security number
 - Date of performance test (this must be within five (5) years of the written exam date)
 - A statement saying the typing test was five (5) minutes in length
 - Typing test speed in words per minute
 - Number of errors

OR

____ I am currently employed by a Monroe County department or an agency served by the Monroe County Civil Service Commission and hold permanent or contingent permanent competitive status in a title that required a Qualifying Typing Performance Test at or above the rate of speed required for the exam I am taking.

Current title: _____ Dept or Agency: _____

MAIL	FAX
Monroe County Department of Human Resources 39 West Main Street, Room 210 Rochester, New York 14614 Attention: MaryKay	(585) 324-4211 Attention: MaryKay