Office of Council Services
County of Maui
200 S. High Street, Room 703
Wailuku, Hawaii 96793

KEYBOARDING CERTIFICATION STATEMENT

To qualify for the Council Services Clerk position, you must be able to keyboard straight copy at 40 net words per minute. If you meet the requirement, complete this form and sign and date the self-certification statement below.

My typing speed is _____ net words per minute.

I acquired the keyboarding skill through:

☐ attendance at _____
(school)

☐ employment with _____

☐ training _____
(program)

SELF-CERTIFICATION BY APPLICANT: I hereby certify that I have thoroughly read the requirement above and presently met this requirement. I understand that my keyboarding proficiency may be evaluated by the appointing authority.

Signature: _____

Please print name: _____

Date: _____

Please submit this form along with your application. Thank you.