

CITY OF ALBANY CIVIL SERVICE
TYPING PERFORMANCE TEST WAIVER

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 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 City of Albany 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:

<hr/>	<p>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.</p> <ul style="list-style-type: none">◆ Documentation must be from New York State Department of Civil Service, New York Department of Labor or any 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:<ul style="list-style-type: none">● Name● Social security number● Date of performance test (this must be within one (1) year 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
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Name

Last 4# of Social Security Number

Signature