

A. General Information

1. If you are applying for a position which requires typing, you must upload an approved typing test via the online application system when applying..
2. 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.
3. **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 upload a copy of your typing test, your application will not be forwarded for employment consideration. **You are responsible for uploading your test results into the online application system.**

B. If you do not have a typing test, the agencies below are approved locations in which you may take a test and submit results to CCSD.

1. **Trident One Stop Career Center** Phone: (843) 574-1800
1930 Hanahan Rd.
Suite 200
N. Charleston, SC 29406

Testing Hours:

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

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

2. **Employment Agencies** (i.e. Dunhill Staffing, Hammes Staffing, etc.)

***Note: Registration may be required**

3. **Charleston County School District's Office of Human Resources**
75 Calhoun Street
Charleston, SC 29401

Contact: Rhonda Frazier @ (843) 937-6328 to schedule an appointment

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