



WorkKeys Referral Form

Central LA Technical Community College

Contact: Alexandria Testing Lab Administrator

Phone: (318) 487-5443 x 1156

WorkKeys Lab Schedule: 1st Wednesday 8:00am --12:00pm;

2nd Wednesday 1:00pm -5:00pm; 3rd Wednesday 10:00am - 2:00pm;

4th Saturday 9:00am - 1:00pm (By appointment ONLY)

Rapides Business & career Solutions Center

Contact: Assessment Facilitator, Phone (318) 767-6030

DeAnna Land: Email: dland@cenlaworks.org

Richard Vanlangendonck, Email: rvanlangendonck@cenlaworks.org

WorkKeys Lab Schedule:

Monday – Friday, 8:00 a.m.

*** Call to request an alternate day or time. Please e-mail referral form to the contact above.**

Employee Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone (Day): _____ (evening): _____ (cell): _____

E-Mail Address: _____ DOB: _____ SSN: _____

Referring Employer: _____

Employer Address: _____

Contact Person: _____ Phone: _____

Please check the requested assessments: Applied Mathematics (AM) Reading for Information (RI)

Career Ready 101 Locating Information (LI) Talent/Personality Assessment

Employment Position: _____ Required Workkeys Levels: AM RI LI

Scheduled Day and Time: _____

Applied Mathematics: _____ Retest: _____ (\$8.50)

Date Tested Score

Locating Information: _____ Retest: _____ (\$8.50)

Date Tested Score

Reading for Information: _____ Retest: _____ (\$8.50)

Date Tested Score

Talent/Personality Assessment (scored reported as percentiles): _____

Date Tested

Team Work

Work Discipline

Managerial Potential

Customer Service Orientation

National Career Readiness Certificate: _____

Date Received

Level