



Workforce Opportunities • Workplace Solutions

### WorkKeys Referral Form

**\*\*\*Please bring this referral the day of the assessment - NO late arrivals can be accepted\*\*\***

Referring Staff \_\_\_\_\_

Referral Date \_\_\_\_\_

Candidate Name \_\_\_\_\_

OSOS NY# \_\_\_\_\_

Candidate Phone # \_\_\_\_\_

Testing Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

**Please email completed form to [alesterhuis@fingerlakesworks.com](mailto:alesterhuis@fingerlakesworks.com)**

***Locations:***

Finger Lakes Works, Seneca Co.  
1 DiPronio Drive, 2nd Floor  
Waterloo, NY 13165  
315-539-1905

3<sup>rd</sup> Thursday of the Month: 8:30am - 12:30pm

Finger Lakes Works, Yates Co.  
417 Liberty Street: Suite 2021, 2<sup>nd</sup> Floor  
Penn Yan, NY 14527  
315-536-5140

1<sup>st</sup> Thursday of the Month: 9:00am – 1:00pm

Finger Lakes Works, Ontario Co.  
3019 County Complex Drive, 2<sup>nd</sup> Floor  
Canandaigua, NY 14424  
585-396-4020

4<sup>th</sup> Wednesday of the Month: 9:00am – 1:00pm

Finger Lakes Works, Wayne Co.  
1519 Nye Road, Suite 600, 2<sup>nd</sup> Floor  
Lyons, NY 14489  
315-946-7270

2<sup>nd</sup> Wednesday of the Month: 9:00am – 1:00pm

Finger Lakes WIB  
41 Lewis St, Suite 104  
Geneva, NY 14456  
315-789-3131 ext. 104

2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the Month: 9:00am – 1:00pm

**Assessments to be taken:**

Applied Mathematics  
Locating Information  
Reading for Information

**The following items are required on the date of the assessments:**

- Picture I.D. (i.e. Driver's License, Passport, Benefit Card, etc.)
- WorkKeys Referral Form
- Be prepared to stay 3 hours, each assessment is 55 minutes long
- Be on time. *Please arrive 5 – 10 minutes early. ALL candidates must start at the same time, so no late arrivals will be admitted.*

If you have any questions or need additional accommodations please contact: Amanda Lesterhuis at 315-789-3131 ext. 104