

Career Closet



www.careerclosetwestchester.org

phone: 914.944.1472 | fax: 914.944.1475

AGENCY INSTRUCTIONS

We are pleased that your program has chosen to participate with the Career Closet and wishes to refer women to our program! Below are detailed instructions relative to your clients' upcoming visit. Please make copies of these forms as needed.

"SIGN-UP" FORM

Please fax or email the Career Closet Sign-Up Form to *Holly Von Bernuth* at 914.944.1475 by 3pm Wednesday prior to your clients' appointment. These forms can be found online and e-mailed to info@careerclosetwestchester.org

- Use ONE FORM for EACH WEEK you refer women to the Career Closet
- Make sure you complete the form:
 1. Agency name, contact name, and phone/fax numbers
 2. Saturday date clients will join us
 3. Appointment time (either 9:30 am or 10 am)
 4. Womens' first and last names
 5. Size (approximate is OK)
 6. Transportation information
 - car
 - bus: note arrival time and bus route (Bee Line Bus #14 and #19 only)
 - trains: note arrival time and MNRRT train line (Hudson/Scarborough or Harlem/Pleasantville)
 - Your agency is responsible for coordinating the transportation of your clients. With advance notice of your clients' travel plans, we can provide transportation from the bus and train stops to Career Closet
 - **Please remind your clients to check the train and bus schedules before departing, as schedules are subject to change. [web.mta.info/mnr/html/planning/schedules]**

"INSTRUCTIONS TO CLIENTS" FORM

Please give an "Instructions" Form to each client to bring with her to her appointment.

- The form provides detailed instructions regarding the location of the Career Closet, and travel information for car, bus, or train.
- Each client will be invited to take home three (3) complete interview appropriate outfits (9 pieces of clothing) of suit/blouse, and or pants/skirt, or dresses and blazer or sweater. In addition, she will be invited to select two pairs of shoes, a handbag and a coat. [scarves, jewelry, and other accessories may also be available]
- **If your clients' plans change, please make sure they call the Career Closet at 914.944.1472 to inform us – we will not reschedule any appointment if we are not notified by 9:30 of any change in plans.**

For safety reasons, please do not bring mobile children under five years of age.