

Career Closet



www.careerclosetwestchester.org
 phone: 914.944.1472 | fax: 914.944.1475

CAREER CLOSET SIGN-UP FORM

Career Closet provides office-appropriate clothing to women in need who are seeking immediate employment and who have been referred by a qualified agency/training programs. One-hour appointments at the Briarcliff Congregational Church **must be made by the referring agency**. Appointments take place at 9:30 am or 10:00 am on most Saturday mornings when Career Closet is open. *Please plan to arrive between 9 and 9:30 for your appointments.*

The Career Closet is closed on holiday weekends and selected other Saturdays.

Clients unable to keep their appointments must call the Career Closet by 9:30 am, Saturday morning at 914.944.1472. If they do not call, they will be unable to reschedule the appointment for a later date.

Date of Appt: _____ Agency Name: _____

Contact at Agency: _____ Phone No.: _____ Fax: _____

| Time (circle) | Candidate Name/Contact # (please print) | Clothing Size | Car, Bus, or Train? | Train Station or Bus # | Bus/Train Arrival Time | Ages of any children coming* | Our OK |
|------------------|--|------------------|------------------------|------------------------------|------------------------------|---------------------------------------|-----------|
| 9:30AM/ 10AM | | | | | | | |
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*For the sake of other clients, and the childrens' safety, please avoid bringing mobile children under five.

INSTRUCTIONS TO REFERRING AGENCY:

For each "date of appointment" list **all** information for **all** clients on one copy of this form. Be sure to indicate time of appointment, name and clothing size. If any candidate(s) are coming by train or bus, complete all train or bus info. Fax or email the completed form to Career Closet at 914.944.1475 by 3pm on the Wednesday before the appointment or e-mail to info@careerclosetwestchester.org. You must receive our initial OK to send the client.

FOR PICK-UP AT BUS OR TRAIN:

If so requested on the above form (and confirmed by our OK on the form), Career Closet will pick up candidates at the Scarborough Train Station (Hudson Line), Pleasantville Train Station (Harlem Line) or the #14 or #19 Bus Stops.

For Pick-Ups, clients must be on time.

Clients should call the Career Closet by 9:30 am on Saturday if they do not need to be picked up, or if they must cancel their appointment.