

Career Closet



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

REFERRING AGENCY SIGN-UP FORM

(please print this doc, fill-in neatly, scan and save, to email to us at info@careerclosetwestchester.org)

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 10:15 am on most Saturday mornings when Career Closet is open. *Please plan to arrive 10 minutes early 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 #: _____ Fax #: _____

Time (circle) AM	Client Name (please print neatly)	Clothing Size	Car, Bus, or Train?	Train Station or Bus #	Bus/Train Arrival Time	Ages of children coming*	Client contact #
9:30/ 10:15							
9:30/ 10:15							
9:30/ 10:15							
9:30/ 10:15							
9:30/ 10:15							

*For the sake of other clients, and the children’s safety, please avoid bringing mobile children under five.

INSTRUCTIONS TO REFERRING AGENCY:

Download this Referral Form. 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.

Email the completed form as an attachment to info@careerclosetwestchester.org (or, if necessary, fax it to Career Closet at 914.944.1475). We need the completed forms by 3pm on the Wednesday before the appointment.

You must receive our OK to send the client.

FOR PICK-UP AT BUS OR TRAIN:

If so requested on the above 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. (Bus/train stops are generally too far to walk.) **For Pick-Ups, clients must be on time.**

FOR CANCELLATIONS, OR IF CLIENT WILL BE LATE:

Clients should call the Career Closet at 914-944-1472 by 9:30 am on Saturday if they do not need to be picked up, or if they must cancel their appointment.