

**AGENCY
SIGN-UP FORM**



**Form Updated
on 7-24-20**

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 10:00 am on most Saturday mornings when Career Closet is open. *Client should plan to arrive 10 minutes early for their appointment.* The Career Closet is closed on holiday weekends and selected other Saturdays.

Clients unable to keep their appointments must call the Career Closet by 9:00 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 #: _____

| Select Time (AM) | Client Name (please print neatly) | Clothing / Shoe Size | Car, Bus, or Train? | Train Station or Bus # | Bus/Train Arrival Time | Client contact # |
|--|-----------------------------------|----------------------|---------------------|------------------------|------------------------|------------------|
| <input type="checkbox"/> 9:30/ <input type="checkbox"/> 10:00 | | | | | | |
| <input type="checkbox"/> 9:30/ <input type="checkbox"/> 10:00 | | | | | | |
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| <input type="checkbox"/> 9:30/ <input type="checkbox"/> 10:00 | | | | | | |
| <input type="checkbox"/> 9:30/ <input type="checkbox"/> 10:00 | | | | | | |

* Clients should not bring friends or children, as they will not be allowed on the premises.

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 & shoe size. If any candidate(s) are coming by train or bus, complete all train or bus info.
 Email the completed form and Confirmation and Waiver forms for each client appointment 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.

FOR PICK-UP AT BUS OR TRAIN:
 If so requested on the above form and approved by Career Closet, 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 9:00 am on Saturday if they do not need to be picked up, or if they must cancel their appointment.