

# CAREER CLOSET - Sign-up Form

1999

**Career Closet** provides office-appropriate clothing to welfare recipients (TANF and Home Relief) who are seriously seeking employment and have been referred by qualified agencies/ training programs. Appointments (one hour for clothing) must be made by the referring agency to take place at 9:30 a.m., 10:00 a.m., or 10:30 am on Saturdays (other than holiday weekends).

If so requested, Career Closet will attempt to arrange to pick up candidates at the Scarborough or Pleasantville train station, and to arrange a practice interview for the candidate after appropriate clothing has been selected. For pick-up, candidate must be on time.

To make an appointment, the referring agency should give Ted Buerger (747-1344) a week's notice of expected number of candidates and must complete this form and fax it to Career Closet (914: 747-3971) no later than 3:00 p.m., the Wednesday before the Saturday appointment. We will fax back if approved (see column, "Our OK").

Date of Appointment: \_\_\_\_\_

Referred by: \_\_\_\_\_

Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Time	Candidate	Clothing Size	Station/ Bus#*	Arrival Time	For pick-up, ages of kids coming.	Phone #	Our OK

\* Please indicate "car", "bus # \_\_\_" or train station (e.g. "Scarborough"). Refer to attached sheet for bus and train arrival times. Scarborough station is 12 minutes from CareerCloset; Pleasantville and Briarcliff are within 5 minutes. Please be on time.

The phone # at Career Closet is 944-1472. (There is an answering machine, but it is only checked on Saturday morning.) Candidates who need to cancel or will be a few minutes late should let Career Closet know at this number.

If the referring agency or candidate needs to speak to someone urgently during the work week, they can contact Ted Buerger at his work number, (914) 747-3947. Ted will then contact the appropriate party to call you back as soon as possible.

### Instructions to Referring Agency

Inform Ted Buerger (747-1344) of expected attendees one week before appointments.

Complete the above form, and fax to Career Closet, c/o Welfare to Work Foundation, (914) 747-3971 by 3:00 pm, Wednesday before appointment.

Provide candidates with attached directions. They should call Career Closet (944-1472) if they need to cancel.

# Career Closet

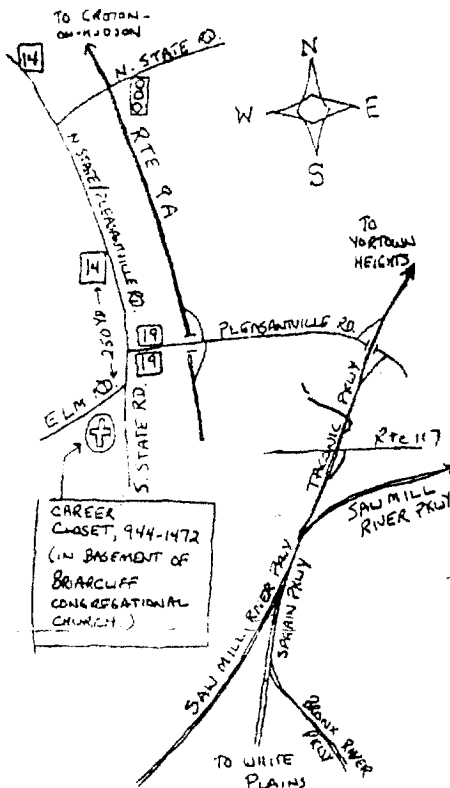
## Instructions to Clients:

Career Closet is in the basement of Briarcliff Congregational Church.

Appointments for clothing must be made through your referring agency.

Make sure the scheduled bus/train will get you there on time (Ossining train station is 15 minutes from Career Closet.)

If you will be late, or need to cancel please notify Career Closet (on Saturday, call 944-1472; on weekdays, call Ted Buerger at 747-3947).



Name: \_\_\_\_\_

Time of Appointment: \_\_\_\_\_

## By Car, From North

From Taconic Pkwy, exit on Pleasantville Rd, turn right. Just past 9A, road comes to a "T" intersection. Church is on left.

From 9A, exit on Pleasantville Rd, turn right. In 100 yards, road comes to a "T" intersection. Church is on the left.

## By Car, From South

Take Saw Mill or Sprain Pkwy north to Taconic Parkway. Exit on Pleasantville Rd, turn left. Just past 9A, road comes to a "T" intersection. Church is on left.

## Public Transportation

### Saturday Morning Trains

	Arriving At	
<b>Northbound</b>		
Ossining Express*	9:44	
Ossining Local*	10:19	
Pleasantville*	9:35	10:35
<b>Southbound</b>		
Ossining Express*		
Ossining Local*	9:40	
Pleasantville*	9:42	10:42

\*If notified in advance, Career Closet will pick up clients at the above arrival times.

### Bus #19 From Mt. Kisco

S. Moger Ave & Main St Mt. Kisco	10:37
Pleasantville Rd & S. State Rd Briarcliff Manor	11:03

This stop is at parish hall across street from church.

### Bus #14 From White Plains

South Broadway & Martine Ave White Plains	9:15
TransCenter N Lexington Ave & Water Street White Plains	9:20
Rte 9A & North end of State Road Briarcliff Manor	9:54*

\*Requires pick up. Make sure Career Closet is notified.

### Bus #14 From Peckskill/Ossining

Main St & James St Peckskill	9:10
Spring St & Waller Ave Ossining	10:00
South end of North State Road & Rte. 9A, Briarcliff Manor	10:15

Walk south 250 yards to church.