



STATEMENT OF UNDERSTANDING

What To Expect:

The purpose of your first appointment at Bottomless Closet is to receive business-appropriate attire as well as interview coaching and resume review. Your first half hour will be spent working with a volunteer counselor to select two complete business-appropriate outfits to wear on your job interviews. You will be given a photo in your new attire to take with you. During the next half hour, you and your counselor will begin the process of preparing for your job interviews. The counselor will review your resume and then discuss with you: (1) the kind of information a prospective employer looks for during an interview; (2) questions that are often asked, including more challenging questions about career goals; (3) techniques for guiding the interview, including how to interject positive information that might not be covered by a question; (4) personal presentation skills such as how to make the interview more of a conversation than a question-and-answer session, posture and other body language issues, and how to cope with nervousness; and (5) how to handle post-interview follow up. At the end of the appointment, you will be given a flier describing upcoming workshops at Bottomless Closet to which you are strongly encouraged to attend. You will also be asked to complete a survey describing your experience.

We wish to maximize your time and experience at Bottomless Closet. Your signature below indicates agreement with the following conditions:

- 1) I will make every effort to keep my scheduled appointment with Bottomless Closet (please, no earlier than 10 minutes in advance). If I cannot, I will contact my agency representative immediately; otherwise, I may not be able to receive further services from Bottomless Closet.
- 2) **I will bring my resume.**
- 3) I understand that these services are for me and I am not to bring children, friends or relatives.
- 4) I authorize Bottomless Closet and/or the Women's Alliance to use my name, picture, and story in any of their publications or promotional materials. I also agree to further distribution at the discretion of Bottomless Closet and/or the Women's Alliance.

Client Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

E-mail 1: _____ E-mail 2: _____

Client Signature

Date

Referral Agency Representative

Date & Time of Bottomless Closet Appt.

Bottomless Closet was founded in 1999 to promote self-sufficiency among economically disadvantaged women in New York City. That time between acquiring meaningful job skills and finding and keeping a job is a critical juncture for many women. Bottomless Closet provides the information, resources, support and training necessary to helping women bridge this transition and, to date, the organization has served over 10,000 women.