



New Employee / Applicant - Information Pack

(Includes: Driver Back round Release Form, Skills & Tools Assessment

Included are the following:

- Personal information form
- Driver Back round Check Authorization form (required for any position that the employee would drive a company owned vehicle)
- Field Employee Skills & Tools Assessment form

Please fill them out and email with a copy of your resume to
"recruiting@piecemanagement.com"

They can also be faxed to 516-326-0405.

NOTE: Please note "Attention Recruiting" on your fax cover sheet

PIECE MANAGEMENT, INC.

Tri-State/NYC Metro: 117 South Second Street • New Hyde Park, New York 11040 • (516) 326-0400 • (516) 326-0405 Fax
South Jersey/Philadelphia: 8015 Route 130 South • Delran, New Jersey 08075 • (609) 261-5300 • (609) 261-8247 Fax
DC Metro: 3420 Gough Drive Unit #6 Gough Industrial Park • Waldorf, MD 20646 • (301) 392-1550 • (301) 392-1560 Fax
New England: 230 Ballardvale Street #A • Wilmington, Massachusetts 01887 • (978) 485-0207 • (978) 742-9810 Fax

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Personal Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* _____ *State* _____ *ZIP Code*

Phone: _____ Alternate Phone: _____
Gender: _____

E-Mail: _____

Job Information

Start Date: _____ Last Raise: _____

Last Review: _____ Salary: \$ _____

Full time Part Time Temporary --IF NOT SALARY - COMPLETE HOURLY DATA BELOW--

Rate: \$ _____ Overtime \$ _____

Other: \$ _____

Emergency Contact Information

Full Name: _____
Last *First* *M.I.*

Phone: () _____ Relationship: _____

Comments:

Motor Vehicle Report (MVR) Authorization Form

I, _____, the undersigned, authorize The B&G Group Inc of Plainview, NY and PIECE MANAGEMENT, INC. of New Hyde Park, NY to obtain a Motor Vehicle Report based on the personal information provided on this form. I understand that the information obtained by this report will only be used for the purposes of insurance underwriting but will be disclosed to the persons/entities listed above. I have read and understand the *Notice of Insurance Information Practices* and the *Driver's Privacy Protection Act* outlined below, and agree to the following.

Notice of Insurance Information Practices

Personal information about you may be collected from persons other than you. Such information as well as other personal and privileged information collected by us or our agents may in certain circumstances be disclosed to third parties. You have the right to review your personal information in our files and can request correction of any inaccuracies. A more detailed description of your rights and our practices regarding such information is available upon request as per the **Fair Credit Reporting Act (fcra), 15 u.s.c. § 1681 et seq.**

Driver's Privacy Protection Act

The federal Driver's Privacy Protection Act (DPPA) designates certain information in motor vehicle records as *Personal Information*. Personal information includes a motorist's photograph, social security number, driver license number, non-driver ID number, name, address (except for 5-digit zip code), telephone number, and medical or disability information. It does not include information on vehicle accidents, driving convictions and driver status. Most motor vehicle records contain personal and non-personal information.

The DPPA also limits the purposes or *permissible uses* for which the Department of Motor Vehicles may release records containing personal information. Copies of the DPPA and the permissible uses available in NYS are printed on forms MV-15DPPA and MV-15PU. Additional information is available upon request as per the **Driver's Privacy Protection Act (dppa), 18 u.s.c. § 2721 et seq.**

Printed Name: _____

Date of Birth: ___ / ___ / ___

Social Security Number: _____ - _____ - _____

Drivers License Number: _____ **Issuing State:** _____

X

Applicant Signature

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Skills & Tools Assessment

This survey is to help us evaluate your skill level with various tasks that you may be performing for PMI. A comprehensive understanding of your experience makes it easier to place you in a position that benefits us both. Please indicate the number of years of experience and rating for all that apply.

Rating Chart

0	1	2	3	4	5
No knowledge or experience with this skill.	Basic knowledge of this skill but little field experience.	Good knowledge of this skill with a fair amount of field experience.	Better knowledge of this skill than most with vast field experience.	Know most aspects of this skill and perform task with minimal support.	Know all aspects of this skill and can perform task with no support.

Skill	Years Experience	Rating	Comments
General framing			
Wood framing (residential)			
Steel framing (commercial)			
Sheetrock			
Taping and spackling			
Trim carpentry			
Cabinet making			
Cabinet installation/repair			
Countertop installation			
Laminate work (cabinetry)			
Commercial laminate work (FRP, Koroguard, Stainless Steel, etc.)			
Door installation/repair			

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Skill	Years Experience	Rating	Comments
Door hardware installation/repair (Alarm/panic hardware, continuous hinges, etc.)			
Window installation/repair			
Wood flooring (Wilson, Pergo, etc.)			
Carpet installation/repair			
VCT installation			
Tile work (Residential bath, kitchen)			
Tile work (Commercial kitchen)			
Acoustical ceiling installation			
Roofing (Residential)			
Roofing (Commercial)			
Concrete forming			
Concrete repair			
Demolition (Jackhammer, saw cut, etc.)			
Asbestos abatement			
Trenching (Plumbing and electrical)			
Painting (Interior, exterior)			
Wall paper/coverings			
Blueprint reading			
Site layout			
Rough electric (Residential)			

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Skill	Years Experience	Rating	Comments
Rough electric (Commercial)			
Electrical fixture installation			
Plumbing (Residential)			
Plumbing (Commercial)			

Do you have a general knowledge of ADA compliance and regulations?

Do you have any experience with commercial kitchen maintenance or renovations (Boston Market, Taco Bell, etc.)?

Do you have any experience with commercial renovations (Bloomingdale's, Starbucks, Pizzeria Uno, etc.)?

Do you have any knowledge of both commercial and residential fire codes?

Do you have any experience leading a crew?

- | | Yes | No |
|---|--------------------------|--------------------------|
| Do you have all associated tools for skills rated good or better? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you opposed to night work? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you opposed to out of state stays? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you aspire to be in management or an executive position? | <input type="checkbox"/> | <input type="checkbox"/> |

Essential Tools Equipment

Check All That You Have

BASIC CARPENTRY TOOLS

- | | |
|--|---|
| <input type="checkbox"/> Safety Glasses | <input type="checkbox"/> Angle Grinder |
| <input type="checkbox"/> Steel Toe Shoes | <input type="checkbox"/> Caulk Gun |
| <input type="checkbox"/> Respirator (uses replacement filters) | <input type="checkbox"/> Spackle Tools |
| <input type="checkbox"/> Ear Plugs / Protection | <input type="checkbox"/> Work Lights |
| <input type="checkbox"/> Gloves (appropriate to the function) | <input type="checkbox"/> Pliers/Vice Grips |
| <input type="checkbox"/> Knee Pads | <input type="checkbox"/> Nail Set/Punch |
| <input type="checkbox"/> Screwdrivers | <input type="checkbox"/> Squares |
| <input type="checkbox"/> Tape Measure | <input type="checkbox"/> Pry Bar/Flat Bar |
| <input type="checkbox"/> Adjustable Wrenches | <input type="checkbox"/> Utility Knife |
| <input type="checkbox"/> Levels (assortment) | <input type="checkbox"/> Chalk Line |
| <input type="checkbox"/> Hammers & Mallets | <input type="checkbox"/> Extension Cords With GFI Plug |
| <input type="checkbox"/> Laser Level | <input type="checkbox"/> Circular Saw |
| <input type="checkbox"/> Hand Saws | <input type="checkbox"/> Hammer Drill/Power Drill/Screw Gun(Cordless) |
| <input type="checkbox"/> Chisels | <input type="checkbox"/> Drill Bit Set |
| <input type="checkbox"/> Bakers Rolling Cart | <input type="checkbox"/> Hole Saw Kit |
| <input type="checkbox"/> Wet/Dry Shop Vac | <input type="checkbox"/> Compressor set w/ Nailguns |
| <input type="checkbox"/> "C" Clamps | <input type="checkbox"/> Saw-Zall |
| <input type="checkbox"/> Metal Snips / Shears | <input type="checkbox"/> Chop Saw |
| <input type="checkbox"/> Staple gun | <input type="checkbox"/> Electric Sanders (palm, disk, belt) |
| <input type="checkbox"/> Ratchet Set | <input type="checkbox"/> Mixing Paddles |
| <input type="checkbox"/> Heat Gun | <input type="checkbox"/> Tiling Tools (Trowels, nips etc) |

CONSTRUCTION EQUIPMENT

- Metal Break
- Table saw
- Ladders
- Concrete Mixer
- Level Compactor
- Band Saw
- Drill Press
- Planer
- Panel Lift
- Stilts
- Jack Hammer
- Tile Grid
- Snap Cutter
- Wet Saw
- Scaffold
- Generator
- Work Vehicle, Container, Trailer, Other**

PLUMBING TOOLS

- Basic Pipe Wrenches
- PVC Kit
- Soldering kit / Flux & Heat Shield
- Pipe Clamps
- Plumbing Snake
- Smoke Test equipment
- Line Camera

ELECTRICAL TOOLS

- Wire cutters
- Conduit benders
- Circuit testers
- Wire Pull
- Electricians Screwdrivers
- Punch / Knock Out Kit
- Grounded Footwear
- Electricians Gloves