



New Employee / Applicant - Information Pack

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

Included are the following:

- Personal information form
- Driver Background 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 Route130 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
Midwest: 6525 Daniel Burnham Drive • Suite B1 • Portage, Indiana 46368 • (219) 706-4700 • (219)-734-6456 Fax

Piece Management Inc.



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:

Authorization to Obtain Consumer Reports and/or Driving Records

Check one Employee Job Applicant

<u>Employer:</u>	Company Name:	Piece Management Inc.
	Street Address:	117 South Second Street
	City, State, Zip:	New Hyde Park, NY 11040

<u>Insurance Agency:</u>	The B&G Group, Inc. and It's Affiliated Agencies. 55 W. Ames Ct., Suite# 400 Plainview, NY 11803
---------------------------------	--

I, the Employee or Job Applicant named below Authorize the above named Insurance Agency ("Agency") and the above named Employer ("Company") to obtain consumer reports and my driving record as covered by the federal Fair Credit Reporting Act, the federal Drivers Privacy Protection Act, and other comparable state laws that are applicable, to assess my insurability and/or employability and for any other legally permissible purposes. By signing this authorization, I hereby provide my consent to the Agency and the Company to procure such consumer reports and driving records about me from time to time, as it deems appropriate, to evaluate my insurability and/or employability and for any other legally permissible purposes. Any reports or records obtained will be used for no other purpose. It is further agreed that the Agency is hereby released from any and all liability, which may result from furnishing such information to the Company, any insurance company providing coverage, or any insurance company as part of the application process.

I acknowledge receipt of "A Summary of Your Rights Under the Fair Credit Reporting Act" Form

Signature: Date

<i>PRINT</i> Name:			
Street Address:			
City, State, Zip:			
License Number.:		License State:	
Date of Birth:			
Gender:	<input type="checkbox"/> -Male <input type="checkbox"/> -Female		

Additional Information about your rights under the FCRA is available at www.consumerfinance.gov/learn more

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed

or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:</p>	<p>a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006</p> <p>b. Federal Trade Commission: Consumer Response Center-FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center -FCRA Washington, DC 20580 (877)382-4357</p>

Piece Management Inc.

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			

P M I nc.

Management

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)			

Piece Management Inc.

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