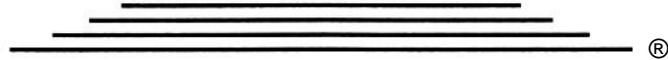


Piece Management Inc.



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 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
Midwest: 6525 Daniel Burnham Drive • Suite B1 • Portage, Indiana 46368 • (219) 706-4700 • (219)-734-6456 Fax



333 Glen St Suite 200
 Glens Falls, NY 12801
 Tel:(877) 766-0859
 Fax:(855) 329-2826

NEW EMPLOYEE ENTRY FORM

Attn: Donna
 Carrie
 Carol

Personal Information

Client Name: _____ Social Security Number: _____
 Client #: _____ Employee ID: _____ Dept: _____
 Full Name: _____

Last
First
M.I.

 Address: _____

Street Address
Apartment/Unit #

City
State
ZIP Code

 Phone: _____ Alternate Phone: _____
 Birth Date: _____ Marital Status: _____ 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:

Federal Withholding:
 State Withholding:
 Other:

Please fax this page to TBM (518) 615-0100 immediately. Send completed packet within 7 days.



GENERAL CONSENT FOR RELEASE OF PERSONAL INFORMATION

Background

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, date of birth, driver license number, non-driver ID number, name, address (except for 5-digit zip code), telephone number, and medical or disability information. Public information includes reportable accidents, driving convictions, driver status and vehicle information. Most motor vehicle records contain personal and public information. Please note, if we are authorized to release personal information, we will not release social security number, phone number, photograph, medical or disability information.

The DPPA also limits the reasons (*permissible uses*) for which the Department of Motor Vehicles may release records containing personal information. A copy of the DPPA, and the permissible uses in New York State, are printed on form MV-15DPPA .

Some requesters may request a copy of a record only if they have permission from the person named in the record. This form provides evidence (*signed authorization*) of that permission.

Instructions for Motorists

The motorist is the person named in a motor vehicle record. The record requester is the person requesting information about the motorist. To complete this form, print your name in the blank marked *Motorist*. Print the record requester's name in the blank marked *Record Requester*. Then visit a notary public. In the presence of the notary, sign on the line marked *Motorist's Signature*, then give this form to the notary to notarize.

After it is notarized, give this form to the record requester.

Instructions for Record Requesters

You may request someone else's motor vehicle record containing personal information only if you have a permissible use as defined in the DPPA. You may face criminal penalties and civil liabilities if you request a record for which you do not have a permissible use. Having the motorist's permission is a permissible use. This form, properly completed and notarized, is evidence of the motorist's permission.

Keep a copy of this form for five years after you receive the record you requested.

I, _____, authorize the New York State Department of Motor Vehicles
(Motorist)
to disclose or otherwise make available to Marshall & Sterling, Inc. personal information about
(Record Requester)
me obtained by the Department in connection with a motor vehicle record. **EMPLOYER:** _____

Date of Birth: _____
License Number: _____  _____
Motorist's Signature

STATE OF _____ SS:
COUNTY OF _____

On this _____ day of _____, _____ before me personally appeared
(month) (year)
_____, to me known and who by me being duly sworn, acknowledged
(Motorist)

to be the person described in and who executed the foregoing consent and who acknowledged to me that he/she executed the same for the purpose therein stated.

Notary Public

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			

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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)			

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