



**Seattle Finance &
Administrative Services
CITY OF SEATTLE CWA
REQUEST FOR CRAFT EMPLOYEES**

Project Name:

INSTRUCTIONS

To the Contractor:

Email this form to the applicable union to request craft workers that fulfill hiring requirements for the City of Seattle project. Please cc LaborEquity@seattle.gov on the email. Retain a copy of your sent request for your records.

To the Union:

Please complete the “**Union Use Only**” section on page 2 and email form back to the contractor, with a cc to LaborEquity@seattle.gov. You can type your response into the fillable form, or print and scan. Retain for your records.

CONTRACTOR USE ONLY:

To:	Local:	Date Sent:
From – Company:	Person Sending:	Sender’s Phone:

Provide me with union craft workers that fulfill the requirements and goals for this project as defined below (check boxes):

REQUIREMENTS:

- Priority Workers (Apprentices and journey workers – see ZIP codes listed on page 2)
- Preferred Entry Candidates (Apprentices who graduated from WSATC-recognized pre-apprenticeship programs)
As the hiring contractor, I intend to use these workers for at least 350/700 hours on the project.

GOALS:

- Women and People of Color (Apprentices and journey workers)

GENERAL:

- General dispatch (Workers do not need to live in a Priority Hire ZIP code or be a woman or person of color)

Job/Craft Description	Journey or Apprentice	Number Requested	Report Date	Report Time

Worker(s) will report to the following address:

Site Address:	On-Site Contact:	On-Site Phone:
Comments or special licenses or qualifications:		



Seattle Finance & Administrative Services

UNION USE ONLY:

Dispatcher Name:

Received Date:

Dispatch Date:

Employee Name	ZIP Code	Journey or Apprentice?	Priority Worker? (Y/N)	Preferred Entry? (Y/N)	Woman or Person of Color? (Y/N)

Comments

**Union has 2 business days to dispatch workers.

Priority Worker ZIP Codes

Tier 1 ZIP codes must first be exhausted prior to using the Tier 2 ZIP codes.

Tier 1 ZIP Codes	
98101	Downtown
98102	Capitol Hill/Eastlake
98104	Downtown/ID
98106	Delridge
98107	Ballard
98108	S. Beacon Hill/South Park
98109	Interbay/Queen Anne
98118	Rainier Valley/Rainier Beach
98121	Belltown
98122	Central District
98125	Lake City/Northgate
98126	Delridge/High Point
98133	Bitter Lake/NW Seattle
98144	N. Beacon Hill
98146	White Center
98178	Rainier Beach/Skyway

Tier 2 ZIP Codes	
98002	Kent/Auburn
98003	Federal Way
98007	Bellevue
98023	Federal Way
98030	East Kent
98031	Northeast Ken
98032	West Kent
98047	Pacific
98055	South Renton
98056	Northeast Renton
98057	Central Renton
98148	Burien
98168	Boulevard Park/Tukwila
98188	SeaTac/Tukwila
98198	Des Moines