



# Seattle Finance & Administrative Services

[http://www.seattle.gov/contracting/docs/le\\_req\\_CraftEmployee.pdf](http://www.seattle.gov/contracting/docs/le_req_CraftEmployee.pdf)

## REQUEST/VERIFICATION FOR CRAFT EMPLOYEES

**PROJECT NAME** \_\_\_\_\_

### INSTRUCTIONS

**To the Contractor:**

Email or fax this form to the applicable union to request craft workers that fulfill all hiring requirements for the City of Seattle project. Please cc [LaborEquity@seattle.gov](mailto:LaborEquity@seattle.gov) on the email. Call the Local to verify receipt and please retain a copy of your sent request for your records.

**To the Union:**

Please complete the "Union Use Only" section and fax form back to the requesting contractor. Retain form for your records and cc [LaborEquity@seattle.gov](mailto:LaborEquity@seattle.gov) when responding to the contractor.

To:	Local:	Fax#: ( )	Date:
From – Company Name:		Person Sending:	
Person Sending: Contact Phone: ( )			

Please provide me with union craft workers per the City of Seattle CWA that fulfills the goals and requirements for this project as defined below **(Contractor, please check boxes)**:

- "Priority Worker" Requirement (Union craft employees, including apprentices, who reside in ZIP codes listed on back).
  - **Tier 1 ZIP codes must first be exhausted prior to utilizing the Tier 2 ZIP codes.**
- Pre-apprenticeship graduate within their first two years/steps of apprenticeship.
- Women and people of color apprentices and journey-level workers.
- General Dispatch (Union craft employees dispatched per normal dispatch procedures, not including the Priority Hire Worker requirements or direct entry apprenticeship criteria)

**Craft Employees Requested**

Job/Craft Description	Journeyman/Apprenticeship Level	Number Requested	Report Date	Report Time

**Total Workers Requested** \_\_\_\_\_

**Please have worker(s) report to the following address indicated below:**

Site Address:	Report to (On-Site Contact):
On-Site Tel.#: ( ) _____	Fax: ( ) _____
Comments or special licenses or qualifications:	



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## FOR UNION USE ONLY:

Reception Date: \_\_\_\_\_ Dispatch Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Employee Name	Address	Zip Code

Requested Dispatch	Available For Dispatch	Unavailable For Dispatch**
Priority Worker (ZIP code resident)	<input type="checkbox"/>	<input type="checkbox"/>
Preferred Entry Apprentice	<input type="checkbox"/>	<input type="checkbox"/>
Woman and/or person of color	<input type="checkbox"/>	<input type="checkbox"/>
General Dispatch	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

\*\*If Union is unable to make a referral in 2 business days, dispatcher and contractor will notify City of Seattle Labor Equity Office – (206) 512-9737 to fill the call through City Referral process. If no referral is available through City of Seattle process the contractor may use any available means to fill the call.

Tier 1 ZIP Code Priority Areas			
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	Northgate	98126	High Point
98133	Bitter Lake/NW Seattle	98144	N. Beacon Hill
98146	White Center/Fauntleroy	98178	Rainier Beach/Skyway

### Priority Worker List

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

Tier 2 ZIP Code Priority Areas			
98002	Kent/Auburn	98003	Federal Way
98007	Bellevue	98023	Federal Way
98030	East Kent	98031	Northeast Kent
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		