

**CITY OF SEATTLE
FINANCE AND ADMINISTRATIVE SERVICES
REQUEST/VERIFICATION FOR CRAFT EMPLOYEES**

PROJECT NAME _____

INSTRUCTIONS

To the Contractor:

Please complete and fax this form to the applicable union to request craft workers that fulfill all hiring requirements for the City of Seattle project. After faxing your request, call the Local to verify receipt and substantiate their capacity to furnish targeted, preferred entry or general dispatch as requested. Please print your Fax Transmission Verification Report and keep a copy of this 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.

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 PLA that fulfills the requirements for this project as defined below:

- 15% "Targeted Worker" Requirement (Union craft employees, including apprentices, who reside in the zip codes listed on back and are certified to fulfill the "targeted worker" hiring requirement).
Tier 1 zip codes must first be exhausted prior to utilizing the Tier 2 zip codes.
- 1 of every 5 apprentices dispatched to City of Seattle project **must** meet Preferred Entry criteria.
- General Dispatch (Union craft employees dispatched per normal dispatch procedures, not including the 15% Targeted 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 _____

*Contractors **WILL NOT** be credited with "targeted worker" placement for Preferred Entry workers employed (turned around) with less than 40 hours of work on a job call from the hall.

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 requirements: _____	

FOR UNION USE ONLY:

Reception Date: _____ Dispatch Date: _____ Received By: _____

Employee Name	Address	Zip Code

Requested Dispatch	Available For Dispatch	Unavailable For Dispatch**
15% Targeted Worker	<input type="checkbox"/>	<input type="checkbox"/>
Preferred Entry Apprentice	<input type="checkbox"/>	<input type="checkbox"/>
General Dispatch	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

****If Union is unable to make a referral in 48 hours, dispatcher and contractor will notify City of Seattle Labor Equity Office – (206) 386-1122 to fill the call through City Referral process. If no referral is made through City of Seattle process the contractor may use any available means to fill the call.**

Targeted Worker List

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

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
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		

Tier 2 Zip Code Priority Areas			
98002	Kent/Auburn	98003	Federal Way
98007	Bellevue	98023	Auburn
98030	Kent	98031	Kent
98055	Renton	98148	Burien
98168	Tukwila/Boulevard Park	98188	SeaTac/Tukwila
98198	Des Moines		