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:

☐ People of Color (Apprentices and journey workers)
☐ Women (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:		

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		Tier 2 ZIP Codes			
98101	Downtown	98001	Auburn	98168	SeaTac/Tukwila
98102	Capitol Hill/Eastlake	98002	Auburn	98188	SeaTac/Tukwila
98103	Green Lake	98003	Federal Way	98198	Des Moines
98104	Downtown/ID	98022	Enumclaw		
98105	Laurelhurst/University District	98023	Federal Way		
98106	Delridge	98030	Kent		
98107	Ballard	98031	Kent		
98108	S. Beacon Hill/South Park	98032	Kent		
98109	Interbay/Queen Anne	98034	Kirkland		
98118	Rainier Valley/Rainier Beach	98038	Maple Valley		
98121	Belltown	98042	Kent		
98122	Central District	98047	Pacific		
98125	Lake City	98052	Redmond		
98126	Delridge/High Point	98055	Renton		
98133	Bitter Lake	98056	Renton		
98134	Industrial District	98057	Renton		
98144	N. Beacon Hill	98058	Renton		
98146	White Center	98092	Auburn		
98178	Rainier Beach/Skyway	98148	Burien		
		98158	SeaTac		
		98166	Burien		