



CRAFT WORKER REQUEST FORM

King County

Finance and Business Operations Division
Business Development & Contract Compliance

PROJECT NAME: _____
DEPARTMENT / DIVISION: _____

INSTRUCTIONS

Contractor: Complete and email and/or fax this form to the applicable union to request craft workers that fulfill all hiring requirements for the King County project. After emailing and/or faxing your request, call the Local to verify receipt and substantiate their capacity to furnish prioritized, preferred entry or general dispatch as requested. Then, print your sent email and/or Fax Transmission Verification Report and save a copy of this request for your records.

Union:

Complete the “**Union Use Only**” section and fax this form back to the requesting contractor. Retain a copy of this form for your records.

To: _____ Local: _____ Email/Fax: _____ Date: _____
From – Company Name: _____
Person Sending: _____ Contact Phone: () _____

Please provide me with union craft workers per the King County CWA for this project that fulfills the goals and requirements as defined below:

- “Priority Worker” Requirement (Union craft employees, including apprentices, who reside in the ZIP codes listed on the back of this form, and are certified to fulfill the “Priority Worker” hiring requirement).
- 20% of apprentice labor hours on King County project **must** meet the Preferred Entry criteria.
- Aspirational Goal to hire women and minority apprentices and journey level workers.
- General Dispatch (Union craft employees dispatched per normal dispatch procedures, not including the Priority Hire Worker requirements or Preferred Entry apprenticeship criteria)

Craft Employees Requested

Job/Craft Description	Journey Worker/Apprentice	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 Phone : () _____ Fax: () _____
Comments or special requirements: _____

FOR UNION USE ONLY:

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

Employee Name	Address	Zip Code



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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		

Comments:

Upon referral or dispatch from a union, “turnaround” or refusal of any worker by the Contractor, requires written explanation from the Contractor that shall be communicated from the Prime Contractor to the County CWA Administrator and the affected union within forty-eight (48) hours.

PRIORITY HIRE WORKER ZIP CODES

All Divisions except WTD* projects

**The list of zip codes below is for projects in all divisions except Wastewater Treatment Division (WTD)*

ZIP Code	Neighborhood or City	ZIP Code	Neighborhood or City	ZIP Code	Neighborhood or City
98001	Auburn	98101	Downtown	98125	Lake City
98002	Auburn	98102	Capitol Hill/Eastlake	98126	Delridge
98003	Federal Way	98103	Green Lake	98133	Bitter Lake
98007	Bellevue	98104	Downtown/ID	98134	Industrial District
98023	Federal Way	98105	Laurelhurst/University District	98144	Mount Baker
98030	Kent	98106	Delridge	98146	White Center
98031	Kent	98107	Ballard	98148	Burien
98032	Kent	98108	S. Beacon Hill/South Park	98168	SeaTac/Tukwila
98047	Pacific	98109	Queen Anne	98178	Rainier Beach
98055	Renton	98118	Rainier Valley/Rainier Beach	98188	SeaTac/Tukwila
98057	Renton	98121	Belltown	98198	Des Moines
98092	Auburn	98122	Central District		

Only Wastewater Treatment Division (WTD)**projects

***The list of zip codes below is for Wastewater Treatment Division (WTD) projects ONLY.*

ZIP Code	Neighborhood or City	Zip Code	Neighborhood or City	Zip Code	Neighborhood or City
98001	Auburn	98087	Lynnwood*****	98126	Delridge
98002	Auburn	98092	Auburn	98133	Bitter Lake
98003	Federal Way	98101	Downtown	98134	Industrial District
98007	Bellevue	98102	Capitol Hill/Eastlake	98144	Mount Baker
98023	Federal Way	98103	Green Lake	98146	White Center
98030	Kent	98104	Downtown/ID	98148	Burien
98031	Kent	98105	Laurelhurst/ University District	98168	SeaTac/Tukwila
98032	Kent	98106	Delridge	98178	Rainier Beach
98036	Lynnwood*****	98107	Ballard	98188	SeaTac/Tukwila
98037	Lynnwood*****	98108	S. Beacon Hill/South Park	98198	Des Moines
98043	Mountlake Terrace*****	98109	Queen Anne	98204	Everett*****
98047	Pacific	98118	Rainier Valley/Rainier Beach	98208	Everett*****
98055	Renton	98121	Belltown	98251	Gold Bar*****
98056	Renton	98122	Central District	98321	Buckley*****
98057	Renton	98125	Lake City		