



REQUEST/VERIFICATION FOR CRAFT EMPLOYEES

PROJECT NAME:

INSTRUCTIONS

To the Contractor:

Please complete and email or fax this form to the applicable union to request craft workers that fulfill all hiring requirements for the Port of Seattle project. Please cc priorityhire@portseattle.org on the email. Call the Local to verify receipt and please retain a copy of your sent request for your records. After return from the Union, submit per 01 33 00 – Submittals.

To the Union:

Please complete the “Union Use Only” section and fax form back to the requesting contractor. Retain form for your records.

To:	Date:
Local:	Person Sending:
From Company Name:	Person Sending Telephone #:

Please provide the above named project with union craft workers per the Port of Seattle PLA that fulfills the goals and requirements for this project as defined below (Contractor, please check all that apply):

- ☐ “Priority Worker” Requirement (employees, including apprentices, who reside in ZIP codes listed on next page).
- ☐ 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)
- ☐ Direct Entry

Craft Workers Requested

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

Total Workers Requested: _____

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

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

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"/>
Direct Entry	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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