



Personnel Inventory Report

Legal name of business _____ Contract No: _____
 dba (if applicable) _____ Telephone No: _____
 Street address _____ City _____ State _____ Zip Code _____
 Submitted by: _____ Title _____ Date _____

Do you have any employees? No ___ Yes ___ Sole Owner/Operator No ___ Yes ___

If yes, list on the Employment Data Chart below the total number of employees for all businesses located within each location listed below. Indicate which locale (1,2,3) report covers. This report is for Payroll Period ending (Month/Day/Year): _____ and covers the following locale: **(Check only one box)**

- 1. ___ Business located within King County
- 2. ___ Businesses located within WA State
- 3. ___ Business located with U. S.
- 4. ___ Other (specify) _____

Do any of your employees belong to a union and/or do you use an employee referral agency? No ___ Yes ___

If yes, list the unions and/or employee referral agencies with whom you have agreements: _____. If you expect to do more than \$10,000 worth of public work (construction) or, more than \$25,000 worth of business with King County, the unions or employee referral agencies must submit a statement of compliance with King County Code Chapter 12.16.

Job Categories	Whites		African Americans		Asians		Native Americans		Hispanics		Disabled		Minority Subtotal		Disabled Subtotal	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Managerial																
Professional																
Technical																
Clerical																
Sales																
Service																
Labor																
On-Job Trainees																
Apprentice																
Skilled Craft Total*																
Total																

* Journey worker: List by classification on reverse, e.g., carpenter, plumber, etc.

Total number of employees reported above: _____ If no employees, write "0."

