



King County

# 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."

