

AP 7125 VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT

Reference:

8 U.S. Code Section 1324a

The District will not hire or recruit a person for employment if it knows that the person is not a citizen of the United States and/or is not authorized to be employed in the United States.

A new employee must complete Section 1 of the Form I-9, Employment Eligibility Verification, required by federal law (U.S. Citizenship and Immigration Services.) The new employee must present original, reliable documentation that establishes his/her identity and employment authorization. All documents presented must be unexpired.

“Reliable documentation” as set out in federal law includes, but is not limited to, one or more of the following:

- A United States passport or a Permanent Resident Card or Alien Registration Receipt Card. These documents contain a photograph of the prospective employee and establish both identify and employment authorization.

OR

- A social security card or other documentation issued by the United States government showing authorization to work in the United States AND a driver’s license or similar government-issued identification document containing a photograph of the prospective employee.

A list of all acceptable documents can be found on the Form I-9.

The District will complete Section 2 of the Form I-9 for each new employee and Section 3 of the Form I-9 when updating and verifying. The District will retain such forms for all employees for at least three years after the date of hire or one year after the date employment is terminated, whichever is later.

The District will protect the privacy of the information it collects pursuant to this procedure.

Office of Primary Responsibility: Vice Chancellor, Diversity and Human Resources

Administrative Approval: April 13, 2009