

**VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT**

<p><b>AP No. 7125</b></p>
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Board Reviewed: 10/18/12

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- I. In accordance with the Immigration Reform and Control Act of 1986, the District will not knowingly hire or recruit a person for employment if it knows an applicant is not authorized to be employed in the United States.
  
- II. Reliable documentation of eligibility is required for employment from all persons hired. "Reliable documentation" as set out in federal law includes one or more of the following. The Office of Human Resources will examine documents to determine their authenticity and correlations to the person who presents them. The Office of Human Resources will not accept documents which appear to be forged, fraudulent, or subject to tampering.
  - A. A United States passport or a permanent resident alien card or alien registration card containing a photograph of the prospective employee, that indicates the person is authorized to work in the United States; or
  - B. A social security card or other documentation issued by the United States government showing authorization to work in the United States AND a valid driver's license or similar identification document containing a photograph of the prospective employee.
  
- III. The District will complete for each new employee the verification form or forms required by the United States Government. The District will retain such forms for at least three years for persons it does not hire. For persons that are hired, the District will retain such forms for at least three years or until one year after the person leaves the District's employment, whichever is later. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I9. The employee must affirm that he or she has the right to work in United States. Current employees whose employment authorizations have an expiration date must present documents to re-verify employment authorization prior to the expiration date.
  
- IV. A former employee who is rehired must also complete the form if he or she has not completed and I9 Form with the District within the past three years, if the employee's previous I9 is no longer valid, or is no longer on file with the Office of Human Resources.
  
- V. The District will protect the privacy of the information it collects pursuant to this procedure.
  
- VI. Sources / Reference: 8 U.S.C Section 1324a