

AP 7125 Verification of Eligibility for Employment

Reference: ***U.S. Code Section 1324a***

Date Issued: April 15, 2009

The District shall only recruit or hire a person for employment if it is determined that the person is authorized to be employed in the United States.

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:

A United States passport or a 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 pursuant to Federal document I-9, List A.

OR

A social security card or other documentation issued by the United States government showing authorization to work in the United States AND an identification card issued by a federal, state or local entity, or similar identification document containing a photograph of the prospective employee. Accepted items are pursuant to Federal document I-9, Lists B and C.

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 it does hire, the District will retain such forms for at least three years or until one year after the persons leaves the District's employment, whichever is later.

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