

AP 7125 Verification of Eligibility for Employment

Reference:

8 U.S.C 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 is not authorized to be employed in the United States.

All offers of employment are contingent upon the applicant's ability to provide satisfactory documentary proof of identity and eligibility to work in the United States as required by law.

Reliable documentation of eligibility is required for employment from all persons hired. "Reliable documentation" as set out in federal law includes those documents listed as acceptable documents on U.S. Department of Justice Immigration and Naturalization Service Form I-9, Employment Eligibility Verification.

The District will complete for each new employee the Employment Eligibility Verification form. 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.