

**Verification of Eligibility for Employment**

Reference: 8 USC Section 1324a

The District will not knowingly recruit or hire any person not 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:

- 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;

**AND/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 identification document containing a photograph of the prospective employee.

The District will complete for each new employee the verification form and forms required by the United States Government. The District will retain such forms for at least three (3) years for persons it does not hire. For persons it does hire, the District will retain such forms for at least three (3) years or until one (1) year after the person(s) leaves the District's employment, whichever is later.

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

See also BP/AP 3420 - Equal Employment Opportunity

7/26/11 Board Information Item