



**Policy**

**7125 Verification of Eligibility for Employment**

The District shall verify all new employees' eligibility for employment prior to start of work.

**References:**

[8 U.S. Code Section 1324a](#)

**Adopted:** April 9, 2014

**Revision Adopted:** September 12, 2018

**Last Reviewed:** September 12, 2018

**Administrative Procedure**

**7125 Verification of Eligibility for Employment**

The District will only hire or recruit United States citizens or people legally 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 Permanent Resident Card or Alien Registration Receipt Card (Form 1-551) containing a photograph of the prospective employee, that indicates the person is authorized to work in the United States; 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 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.

**References:**

[8 U.S. Code Section 1324a](#)

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**Procedure Last Revised:** April 9, 2014, September 12, 2018

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