AP 7125     VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT

Reference:
    8 U.S. Code Section 1324a

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 to work and reliable documentation verifying identity
are 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.

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 or until one year after the person leaves the employment of the District, whichever
is later.

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

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