



IMMIGRATION REFORM ACT OF 1986 / EMPLOYMENT VERIFICATION NOTICE

The Immigration Reform Act of 1986 prohibits and penalizes employers for hiring persons who are not legally authorized to work in the United States. Under the law, the District is required to verify an employee's right to work in the United States for **all** persons hired or **returning** on or after November 6, 1986.

1. Please complete the attached Employment Eligibility Verification Form (I-9).
2. **Before** you begin working with the College, it will be necessary for you to visit the Human Resources and provide **original** documents verifying your identity and employment eligibility to work in the United States. This verification must be presented in person.
3. There are several types of documents which satisfy this new Federal requirement. The most convenient would be a current **Driver's License** (with a photo) and **Social Security card** (not just the numbers). Payroll requires a Social Security card for all employees. A complete list of documents, which are considered to be adequate evidence of employment authorization, are listed on the back of the attached Employment Eligibility Verification Form (I-9).
4. No one is authorized to begin work until this verification has taken place and **the District cannot issue a pay warrant until this verification has been completed.**

Thank you for your cooperation in complying with the Federal law. Please contact Human Resources if you have any questions regarding this matter.