

Human Resources

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. The District will not sponsor individuals for employment except under unusual circumstances as approved by the Board of Trustees.

The District will ensure completion and verification of the employment eligibility form(s) required by the United States government for each new employee. 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.

The Employment Eligibility Verification Form (I-9) is required for employment from all persons hired subsequent to November 1986, within three business days of hire and must be accompanied by unexpired, acceptable documents as set forth in federal law (Department of Homeland Security, U.S. Citizenship, and Immigration Services) at the time of hire.

Office of Primary Responsibility: Vice President, Human Resources

Date Approved: 12/10/08

Date Revised: 4/8/19

Date Reviewed: 11/17/25