

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 7125 Verification of Eligibility for Employment

Reference: 8 U.S. Code Section 1324a

The District will hire or recruit only 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 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 photography 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 leave the District's employment, whichever is later.

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

Approved by the Superintendent/President: _____

Note: This procedure is **legally required**. Language provided by CCLC reflects federal requirements (as of 4/17/), and matches our local practice.