The District will not hire or recruit a person for employment if it knows that the person is not a citizen of the United States and is not authorized to be employed in the United States.

Reliable documentation of eligibility is required for employment from all persons hired.

The Department of Homeland Security defines a list of acceptable documents which can be used to fulfill this verification process. All documents provided must be unexpired. The most common items used to fulfill the “reliable documentation” are:

- A United States Passport

  OR

- A current driver’s license or ID issued by a state which contains a photograph and information such as name, date of birth, gender, height, eye color and address and a valid Social Security number card.

A new employee will complete the Employment Eligibility Verification form (known as Form I-9). For persons hired, the District will retain such forms for at least three (3) years or until one year after the persons leaves the District’s employment, whichever is later. The District will retain such forms for at least three (3) years for persons it does not hire.

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

Reference: 8 U.S. Code Section 1324a

Adopted: 3/19/14