

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 7
Human Resources

AP 7125 Verification of Eligibility for Employment

Reference:

8 U.S. Code Section 1324a

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. On a case by case basis, District Human Resources may assist individuals in obtaining work authorization.

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 photograph of the prospective employee.

District Human Resources will verify that the form(s) required by the United States government have been completed for each new employee. District Human Resources will retain such form(s) for at least three years for persons it does not hire. For persons it does hire, District Human Resources will retain such form(s) for at least three years or until one year after the persons leaves the District's employment, whichever is later.

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

Ratified December 11, 2013