

ADMINISTRATIVE REGULATION 7125

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT

The federal government requires that the District hire or recruit only United States citizens or individuals 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, a permanent resident card, or temporary authorization (federally referred to as Form I-551) containing a photograph of the prospective employee, that indicates the person is authorized to work in the United States.

OR

- A social security account number 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.

The District will complete for each new employee the verification form or forms required by the United States government. For persons it hires, the District will retain such forms for at least three years or until one year after the person leaves the District's employment, whichever is later.

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

References:

8 U.S. Code Section 1324a