

## **AP 7120-11 Verification of Eligibility of Employment**

- 1.0 In accordance with the Immigration Reform and Control Act of 1986, the District will not knowingly hire or continue to employ any person not authorized to work in the United States.
- 2.0 All offers of employment are contingent upon the applicant's ability to provide satisfactory documentary proof of identity and eligibility to work in the United States as required by law. The District Office of Human Resources will examine documents to determine that they appear to be genuine and that they relate to the person who has presented them. The Office of Human Resources will not accept documents that appear to be forged, fraudulent, or subject to tampering.
- 3.0 Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9. The employee must affirm that he or she is a citizen or national of the United States. A former employee who is rehired must also complete the form if he or she has not completed Form I-9 with the District within the past three years, if the employee's previous I-9 is no longer valid, or is not on file with the Office of Human Resources.
- 4.0 An alien authorized to work must provide the expiration date for such authorization. Current employees whose employment authorizations have an expiration date must present documents to re-verify employment authorization prior to the expiration date.

**Date of Adoption:** February 12, 2008