

**ADMINISTRATIVE PROCEDURE 7125 VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT**

The Peralta Community College District will only hire or recruit United States citizens or people legally authorized to be employed in the United States.

Reliable documentation of eligibility is required for all employment from all persons hired. "Reliable documentation" as set out in Federal law includes one or more of the following:

- A. 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
- B. 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.

The Peralta Community College District will complete for each new employee the verification form(s) required by the United States government. Peralta Community College District Office of Human Resources will retain such forms for at least three years for persons it does not hire. For persons it does hire, the Office of Human Resources will retain such forms for at least three years or until one year after the person leaves the District's employment.

References:

8 U.S. Code Section 1324a

Approved by the Chancellor: December 12, 2017