

HUMAN RESOURCES

AP 7125 VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT**Reference:**

8 U.S. Code Section 1324a

Palomar College employs individuals who are legally eligible to work in the United States in accordance with the Immigration Reform and Control Act of 1986. 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 this person is not authorized to be employed in the United States.

In order to be employed at Palomar College, a candidate's right-to-work documentation must give them the legal right to work in the United States. Palomar College does not sponsor visas for employees or assist employees in obtaining work visas.

Acceptable documentation of eligibility is required for employment from all persons hired. The most common forms of "Acceptable documentation" as set out in federal law includes one or more of the following:

- A United States passport or a Permanent Resident 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 issued by a State or outlying territory of the United States 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. The District will retain such forms for at least three years for persons it does not hire. For persons it does hire, 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.

Office of Primary Responsibility: Human Resource Services

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