

**EMPLOYMENT PRACTICES
(REGULATION)**

In accordance with the policy of the board of education, the following procedure shall govern the processing of applications for employment with this school district.

All applicants for employment, whether solicited or unsolicited, must produce sufficient and identification which shows United States citizenship, or in the case of applicants who are not United States citizens, authorization to seek and hold employment in the United States.

A birth certificate accompanied by an official identification card bearing a photograph and/or fingerprints will be considered as sufficient and satisfactory identification to establish United States citizenship.

If the applicant is not a United States citizen, one or more of the following documents will be sufficient to establish identity:

1. United States passport.
2. Certificate of United States citizenship.
3. Certificate of naturalization.
4. A current, valid passport issued by a foreign country if the passport contains an unexpired endorsement of the Attorney General of the United States authorizing the individual to obtain employment.
5. Resident alien card (Green card) or other registration card if the card contains a photograph of the applicant and appropriate identifying information.

In addition to the documents listed in 1,2,3, and 5 above, the applicant must possess one of the following forms of employment authorization:

1. INS Form 1-94 which is an Immigration and Naturalization Service form evidencing an alien's admission into the United States with employment authorization.
2. Permanent residence approval letter giving employment authorization.
3. Official letter from the INS providing authorization to hold employment.

Any documentation which is considered sufficient and satisfactory for the purposes of employment must be copied and the copy retained in the applicant's employment file. The copies will be retained for a period of three years or for one year following the termination of the person's employment, whichever is sooner.