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SWEETWATER UNION HIGH SCHOOL DISTRICT HUMAN RESOURCES SERVICES DIVISION

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General Information:
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Dear Applicant:

Recent changes in the federal immigration laws require employers to verify the authorization of all new employees to work in the position offered. All applicants, at the time of hiring, must sign a statement, under penalty of perjury, verifying that they are citizens or nationals of the United States, aliens lawfully admitted for permanent residence, or aliens who are authorized to be hired for such employment.

At the time of hiring, you must submit certain documentation in order to establish both your identity and your employment authorization. These documents will be photocopied and placed, together with attestation forms signed by you and by the Sweetwater Union High School District, in a file that may be inspected by the U.S. Immigration and Naturalization Services or by the U.S. Department of Labor.

Any offer of employment made by the district, is therefore, contingent upon you signing the attestation form, and submitting the required documents, as enumerated in List A, B, and C. You may submit any document from List A; OR one document from list B AND one document from list C.

LIST A: Documents Establishing Both Employment Authorization and Identity

- 1) United States Passport
- 2) Certificate of U.S. Citizenship
- 3) Certificate of U.S. Naturalization
- 4) Unexpired foreign passport with an appropriate, unexpired endorsement of the Attorney General or the U.S. Immigration and Naturalization Services authorizing the individual's employment in the United States
- 5) Alien registration card containing the individual's photograph and other identifying information

LIST B: Documents Evidencing Employment Authorization

- 1) Social Security Account Number Card (other than such a card which specifies the fact that the issuance of the card does not authorize employment in the U.S.)
- 2) Certificate of birth in the United States, or Certificate establishing U.S. nationality at birth
- 3) Other documents to be designated by the Attorney General by regulation

LIST C: Documents Establishing Identity of Individual

- 1) Driver's License or State I.D. Card containing a photograph and other personal identification information relating to the individual
- 2) Other documents to be designated by the Attorney General by regulation

"The Sweetwater Union High School District will fulfill the promise of 100% student success"