

## **EMPLOYMENT ELIGIBILITY**

# **Important Notice To Applicants and Employees**

We comply with U.S. Immigration laws and hire only those legally authorized to work in the U.S.

## **What do you have to do?**

All new hires must produce proof of identity and employment eligibility within 3 business days of the date employment begins. You must also complete a DHS Form I-9. You can choose which document(s) you want to present from the lists of acceptable documents in accordance with instructions on the back of the Form I-9.

**It is unlawful for anyone knowingly to engage in any of the following activities for the purpose of satisfying the requirements of employment eligibility verification:**

- To forge, counterfeit, alter or falsely make any document.
- To use, attempt to use, possess, obtain, accept or receive any forged, counterfeit, altered, or falsely made document.
- To accept or receive, use or attempt to use, any document lawfully issued to a person other than the possessor, including a deceased individual, for the purpose of complying with the employment eligibility verification requirements.

## **Re-verification:**

## **IT'S THE LAW!**

We comply with all applicable laws governing employment practices and do not discriminate on the basis of national origin, citizenship or other unlawful criteria.