

13.7 EMPLOYMENT ELIGIBILITY COMPLIANCE

Vanguard Academy is committed to full compliance with the federal immigration laws. Therefore, Vanguard Academy is required to verify the identity and legal ability to work of all individuals before they can begin work. In keeping with this obligation, each applicant must produce documentation that shows his or her identity and legal authority to work. Each applicant must also attest to his or her legal authority to work and identify on an I-9 Form provided by the federal government. This verification form will be distributed by Vanguard Academy and must be completed as soon as possible after an offer of employment is made. In no event can the form be completed and returned to Vanguard Academy more than three business days after an individual is hired.

If an employee has provided right to work documentation that has an expiration date (with the exception of a valid U.S. Passport), updated documentation must be given to Vanguard Academy before this expiration date.

All offers of hire and continued employment are conditioned on furnishing satisfactory evidence of identity and legal authority to work in the United States.

Approved: 08/15/2015