

CLASSIFICATION: All Personnel

ADOPTED: 6/14/95

REVISED: 5/23/01

SUBJECT: Recruitment and Selection

PAGE: 1 of 2

It is the intent of the County Superintendent of Schools to employ only qualified persons for each vacancy.

Employees of the County Superintendent of Schools involved in the selection process shall recommend only those candidates who meet criteria established by law and the County Superintendent of Schools. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, and recommendations from previous employers.

No pre-employment inquiry shall be made with regard to the sex, sexual orientation, race, color, religious creed, national origin, ancestry, age, marital status, physical disability, mental disability, or medical condition of a person seeking employment. However, candidates for employment or promotion may be asked to describe their abilities to perform essential job functions with or without reasonable accommodation.

The County Superintendent of Schools shall hire only individuals lawfully authorized to work in the United States. Employment practices shall not unlawfully discriminate on the basis of citizenship status or national origin, nor shall they unlawfully discriminate against any refugees, grantees of asylum, or other persons legally authorized to work in the United States.

All newly hired employees of the County Superintendent of Schools shall show appropriate documents that establish identity and authorization to work in the United States, as required by the Immigration Reform and Control Act of 1986.

For all employees hired after November 6, 1986, Immigration and Naturalization I-9 forms shall be kept as required by law and as specified in administrative regulation. The I-9 forms shall be available for inspection by Immigration and Naturalization Service (INS) or Department of Labor officers by request.

SAN DIEGO COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 4005**

CLASSIFICATION: All Personnel

ADOPTED: 6/14/95

REVISED: 5/23/01

SUBJECT: Recruitment and Selection

PAGE: 2 of 2

Legal Reference:

Education Code

200-261, 44066, 44259, 44830, 44830.5, 44858, 44859

California Code of Regulations, Title 6

30-31

Government Code

12900, 12926, 12926.1, 12940 et seq.

Title VII, Civil Rights Act, as amended by Title IX, Equal Employment Opportunity Act

United States Code, Title 8

1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990

Code of Federal Regulations, Title 8

274(a) Control of Employment of Aliens