

## **Important Applicant Notices**

Federal law requires that each new employee complete the "Employee Information and Verification" section of the U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification and present certain original documents for examination in order to verify and certify identification and employment eligibility.

In addition, in compliance with federal and state laws, the University will verify each new employee's legal status or authorization to work in the United States using the U.S. Department of Homeland Security's E-Verify system, upon hire. An individual's employment will be terminated if s/he fails to comply with the employment authorization requirements or if it is determined that they are not authorized to work in the United States.

When the hiring department selects a final candidate for a position, the University will complete a pre-employment background check prior to offer of employment. In order to be considered for employment each selected candidate must provide information about his or her criminal conviction record. A selected candidate who fails to provide the required information in a complete and timely manner or who willfully omits, conceals or falsifies criminal conviction information may have his or her candidacy for employment rejected, an offer of employment withdrawn, or be terminated if conditionally appointed subject to a pre-employment background check.