

I-9, Employment Eligibility Verification

Verification of work authorization status is mandated by the Immigration Reform and Control Act before every prospective employee can begin work. The form which must be completed is [Form I-9\(.pdf\)](#).

- Complete page 1 of the Form I-9 on or before your scheduled new employee orientation with Tower HR. No box in Section 1 can be left blank; enter N/A if not-applicable.
- Page 2 must be completed by Tower HR on your first day of hire during your new employee orientation. You must provide proof of identity and proof of eligibility to work in the United States at that time. Refer to the List of Acceptable Documents on page 3 of the Form I-9.

For detailed information regarding the Form I-9 please review the [Instructions for Form I-9](#).

Thank you,

Tower Human Resources