

# Work Authorization Questions Guide

As part of Centenary College of Louisiana faculty and staff application process all applicants are asked the following questions (not limited to foreign national applicants), to help determine if the individuals will require visa sponsorship for employment at Centenary.

**Question #1:** *Are you currently authorized to work in the United States of America?*

**Question #2:** *Do you now or in the future require visa sponsorship through Centenary College of Louisiana to continue working in the United States?*

## How to Interpret the Responses from these Questions:

The following table provides additional information to help understand how the candidates' response to the work authorization and visa sponsorship questions may impact the recruitment process, including when it may or may not be appropriate to ask follow-up questions about immigration status. The information below is in consideration of the U.S. Department of Justice Unfair Immigration-Related Employment Practice provisions in the law.

Response to Question #1:	Response to Question #2:	What this Response may mean to Hiring Units:
Yes	Yes	<p>Legal Compliance: When a candidate answers "yes" to both questions, we are allowed to ask further questions about immigration status without risking liability or a discrimination charge.</p> <ol style="list-style-type: none"> <li>1. What is the basis of your current work authorization?</li> <li>2. When does that work authorization expire?</li> </ol> <p>Notify HR of the responses. HR will have the college immigration atty contact the applicant before a formal job offer is made to ensure that the individual is eligible for continued employment and is not required to return to his/her home country before reentering the U.S. on another type of employment visa.</p>
Yes	No	<p>Legal Compliance: When a candidate answers "yes" to the first question and "no" to the second question, the hiring unit is NOT allowed to ask further questions about immigration status. Asking further questions risks a discrimination charge.</p> <p>Petitioning for Employment Visa: Based on this response, the candidate is indicating that he/she does not need us to sponsor a petition for an employment visa. Candidates who answer in this manner are likely U.S. citizens or permanent residents.</p>
No	Yes	<p>Legal Compliance: When a candidate answers "no" to the first question and "yes" to the second question, we are allowed to ask further questions about immigration status without risking liability or a discrimination charge.</p> <ol style="list-style-type: none"> <li>1. What is your current immigration status?</li> <li>2. When does that status expire?</li> </ol> <p>Petitioning for an Employment Visa: Notify HR of the responses. HR will have the college immigration atty contact the applicant before a formal job offer is made to ensure that the individual is eligible for continued employment and is not required to return to his/her home country before reentering the U.S. on another type of employment visa and/or to determine the appropriate visa type for the position.</p>