Experience Verifications (EV)

Faith's Law Employment History Review (EHR) & Self-Disclosure Form

Message to New Hires – Employee Initiated Process

Requesting your Experience Verification(s) through Verifent is simple and easy. To start, visit www.Verifent.com. Click the 'Initiate Experience Verification' button in the lower-right hand corner of the page.

Step 1: Hiring School District

A. Click 'Choose Your Hiring School District.' ("Geneva Community Unit School District 304-IL")

B. Enter the Hiring District.

    a. As you type, your Hiring District should drop down. Select the drop-down Hiring District name. If your Hiring District name does not drop down, you will need to contact your Hiring District.

C. Ensure the button is toggled to 'Yes' stating you want the completed form(s) to be sent to your Hiring District.

D. Click 'Save Hiring District' and 'Continue.'

Step 2: Enter Your Information

A. Toggle the 'Faith's Law Employment History Review (EHR) Form & Self Disclosure Form' button to 'Yes'. If you also need a Certified Experience Form, toggle that button to 'Yes.'

B. Enter your information and read the 'Instructions to Applicant.'

C. Answer the questions appropriately by toggling the three buttons to 'Yes' or 'No.'

D. With a mouse or touchscreen, draw your signature and type your name.

E. Click the 'I Agree' button.

F. You will be sent an email. Click the link on the confirmation email.

Step 3: Former Employer(s)

A. Click 'Enter ALL Former Employers.'

B. Enter ALL the Former Employer(s) that you need an Employment History Review & Experience Verification from.

    a. If your Former Employer(s) does not drop down as you type under 'Former Employer Lookup', click 'Enter New Former Employer', and enter the information requested.

    Note: Multiple Former Employers can be selected/added

C. Click 'Close' and 'Next Step.'

Step 4: Choose 'Premium' or 'Free'

Verifent will notify you of the progress of your requests through email. If you have any questions, please contact our Support Team at support@verifent.com.

Questions?
info@Verifent.com

www.Verifent.com