



Message to New Hires

Adams 12 Five Star Schools utilizes Verifent to request Experience Verification requests to streamline the process and for data security purposes. The service is free to new hires and rehires of Adams 12 Five Star Schools. However, Verifent does offer a premium service if you would like long term, permanent access to the completed verification forms.

To request an Experience Verification from your Former Employer(s), please follow the steps below:

Step 1: Visit Verifent

- A. Visit www.Verifent.com.
- B. Click 'Initiate Experience Verification.' In the upper right-hand corner

Step 2: Hiring Entity

- A. Click 'Choose a Hiring Entity'
- B. Enter the Hiring Entity – Adams 12 Five Star Schools - CO
- C. Click 'Save Hiring Entity' and 'Continue.'

Step 3: Enter Your Information

- A. Choose forms to request.
- B. Enter your information and click 'I Agree.' You will be sent a confirmation email to the email provided.
- C. Click the link on the confirmation email and enter your 'Activation Code.'

Step 4: Former Employer(s)

- A. Click 'Enter ALL Former Employers'
- B. Enter the Former Employer(s) that you need an Experience Verification from.
 - a. If your Former Employer(s) does not drop down as you type, click 'Former Employer Not Found', and enter the information requested.

****Note: Multiple Former Employers can be selected****

- C. Click 'Close,' select your 'Last Place of Employment,' and click 'Next Step.'
- D. Confirm your order by clicking 'Next Step.'

Step 5: Choose 'Premium' or 'Free'

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Verifent will notify you of the progress of your requests through email. Adams 12 will also have access to both pending and completed forms and will receive notification from Verifent when a form is completed.

If you have any questions, please contact our Support Team through online chat.