



## 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](http://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.'
- 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](mailto:support@verifent.com).

Questions?  
[info@Verifent.com](mailto:info@Verifent.com)