Verifent

DashHire - Experience Verifications– this is a free service

To request an Experience Verification from your Former Employers, please follow the steps below. **Before you begin the process, make sure you have: the Name of ALL Former School Districts/Organizations, HR contact emails, & HR phone numbers.** Questions? Email Verifent at support@verifent.com, use the chat box in the bottom right hand corner once you are logged into the platform, or review Knowledge Center Articles for comprehensive instructions.

1. Preparation – You will need the following:

- An employee account with Verifent. Register to create an account or login if you already have one. See the Employee Registration guide for in-depth instructions. Register **on a computer**, not a mobile device using your personal email, not your school email.
- Complete list of applicable current/former employers including:
  - Organization Name
  - Contact email address and phone number
  - See the Request an Experience Verification guide for in-depth instructions.

2. Initiating the Request

- **Pro Tip:** Complete your **'Contact Info'** under the 'Resume' tab before initiating your request to prevent manually entering information each time.

Hiring Entity

- Click **'Start Experience Verification'** OR click **'Get Verified'** and then click **'Experience Verification'.**
- Begin typing and select **'Liberty 53 School District - MO'**
- Click '**Save Hiring Entity**'

Enter Your Information

- Fill in your personal details if you did not complete your Profile and click '**Next**'

Choose Your Forms

- Teachers: Check Certified Experience **AND** Sexual Misconduct.
- Administrative & Others: Check Classified Experience **AND** Sexual Misconduct.
- Click '**Next**'

Add Former Employers

- Click '**Choose Former Employer(s)**'
- Search for and select each former employer
- If not found, type and select '**Former Employer Not Found'** from the drop-down. Then, enter the employee's details.
- Add all previous employers, then select your **most recent one**, if prompted.
- Click '**Next'**

Sign and Submit

- Read, Sign electronically, type your name, and click '**I Agree – Continue**.'
- Review the summary and click '**Next'** to submit.
- Continue with **Basic** (UNLESS, you want to pay for the upgraded services).

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