



# Experience Verifications (EV) Employment History Review (EHR)

## Message to Former Employees

We utilize Verifent to respond to **Experience Verification (EV) & Employment History Review (EHR)** requests to streamline responses and for data security purposes.

To request an **Experience Verification (EV) & Employment History Review (EHR)** to be complete, please follow the steps below:

### Step 1: Visit Verifent

- A. Visit [www.Verifent.com](http://www.Verifent.com). Click 'Let's Get Started Now' > Employees > 'Initiate Experience Verification'

### Step 2: Hiring School District

- A. Click 'Choose a Hiring School District'
- B. Enter the Hiring District
  - a. If your Hiring District does not drop down as you type, click 'School District Not Found', and select the State that your Hiring District is located. Go to Step 3.
- C. Toggle the button to 'Yes' or 'No' if you want a completed form sent to your Hiring District.
- D. Click 'Save Hiring District.' \*

### Step 3: Enter Your Information

- a. Choose forms '**Experience Verification (EV)**' & '**Employment History Review (EHR)**' to request.
- b. Enter your information and click 'I Agree.'
- c. Click the link on the confirmation email.

### Step 4: Former School District(s)

- A. Click 'Enter ALL Former School Districts'
- B. Enter '**Arlington Heights School District 25**'
- C. Click 'Close' and 'Next Step'

### Step 4: Choose '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)