

NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203



To commit minds to inquiry, hearts to compassion, and lives to the service of humanity.®

Dear New Hire:

Congratulations and welcome to New Trier! As part of the New Trier onboarding process prior Certified Experience and Faith's Law Employee History Review (EHR) is required prior to your first day of employment. New Trier has partnered with Verifent to facilitate both the Work Experience Verification and the Faith's Law Verification process electronically via their secure portal.

A: Certified Experience Verification:

New Trier considers prior certified work experience when determining your placement on the salary schedule upon hire. Verification from your prior certified employer(s) to verify work experience is needed.

Yes, I have previous Certified School District Work Experience (requiring ISBE licensure).

No, I do not have previous Certified School District Work Experience (requiring ISBE licensure).

B: Faith's Law Verification:

Effective July 1, 2023, the newly enacted [Faith's Law legislation](#) requires school districts to conduct an Employee History Review (EHR) of previous employment for all new employees who have had direct contact with children prior to an employee's first day of employment. The EHR process will request prior employers to disclose whether you have been the subject of a sexual misconduct allegation, been discharged, been asked to resign, or were disciplined due to an adjudication or finding of sexual misconduct.

Yes, I have had direct contact with children or students in my previous employment.

No, I have not had direct contact with children or students in my previous positions.

IMPORTANT: Please read below carefully.

If you answered **YES** to above categories A and B above follow the Verifent instructions [2A](#) below *

If you answered **NO** to category A and **YES** to category B above follow the Verifent instructions [2B](#) below

*

If you answered **NO** to category A and B above, no Verifent action required. Please sign and submit this form to Human Resources.

***Please Note:** If you have a combination of school district certified work experience and non-school district work experience where you had direct contact with children and students TWO separate Verifent requests will be required using Verifent instructions [2A](#) and then [2B](#) separately (log out and then back in again).

Verifent Directions for New Hires

- Visit <https://www.verifent.com>.
- Click the “Let’s Get Started Now” button in the upper-right hand corner
- Select “Employees”
- Select “ Certified and Classified Employees Initiate Experience Verification “(bottom right corner)

Step 1: Choose Your Hiring Entity

- Click “Choose Your Hiring Entity”
- Start entering, then select, “New Trier Township High School District 203 – IL (Renee Zoladz)” in the drop-down box
- Click “Save Hiring District”, then click “Continue”

Step 2: Experience Verification

Step 2A: (Verifent Certified Work Experience and Faith’s Law Employee History Review)

School District Certified Work Experience:

For previous school district(s) that you worked with:

- Important: Toggle the Certified Experience Form to “Yes”
- Important: Toggle the Faith's Law Employment History Review (EHR) Form & Self Disclosure Form to “Yes”
- Enter your information. Please note that all fields are required. Enter “None” for middle name if you do not have one.
- Read each disclosure question and answer “Yes” or “No”, sign and type your name, then click “I Agree”
- Important: Check your email and click the link in the confirmation email to [continue to step 3 below](#).

Step 2B: Verifent(Faith’s Law Employee History Review (EHR))

Non School District Work Experience:

For previous employer(s) (non-school district(s)) that you worked with that you had direct contact with children or students (care, supervision, guidance or control of children or students or routine interaction with children or students.)

- Important: Toggle the Certified Experience Form to “No”
- Important: Toggle the Faith's Law Employment History Review (EHR) Form & Self Disclosure Form to “Yes”
- Enter your information. Please note that all fields are required. Enter “None” for middle name if you do not have one. Then answer “Yes” or “No” to the three disclosure questions, sign and type your name, then click “I Agree
- Read each disclosure question and answer “Yes” or “No”, sign and type your name, then click “I Agree”

- **Important:** Check your email and click the link in the confirmation email to [continue to step 3 below](#).

Step 3: Former Employer(s)

- Click “Enter ALL Former Employers” (per Step 2A or 2B above)
- Enter the Former Employer(s) that you need verification from. 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
Please note: Multiple Former Employers can be selected
- Click “Close” and “Next Step”
- If multiple employers entered, select one of the employers and select “next”.

Confirmation:

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

When you have COMPLETED the above steps, please sign, and submit this electronic form.

I verify that I have created a Verifent account and submitted the names and contact information for ALL appropriate prior employers through the portal.

Signature

Date