



Clarke County
School District
Better Together



Message to New Hires – Verifying Your Previous Work Experience

We utilize [Verifent](#) to request Experience Verification in order streamline responses and for data security purposes. To request an Experience Verification to be completed, please follow the steps below:

Step 1: Visit Verifent

A. Visit www.Verifent.com. Click 'Let's Get Started Now' > Employees > 'Initiate Experience Verification'

Step 2: Hiring School District

Click 'Choose a Hiring School District'

Enter "CLARKE COUNTY SCHOOL DISTRICT - GA" NOTE: There are multiple Clarke counties in the Verifent system. Be sure to choose GA!

Click 'Save Hiring District.'

Step 3: Enter Your Information

Choose forms to request.

→ Certified Employees (Teachers, counselors, School psychologist, and other professionally trained employees should choose "Certified Experience Form" →

Classified Employees (Paraprofessionals, transportation, custodial, school nutrition, clerical, etc should choose "Classified Experience Form"

→ If you are unsure which form to request, [you can refer to this chart](#).

Enter your information and click 'I Agree.'

Click the link on the confirmation email.

Step 4: Former School District(s)

Click 'Enter ALL Former School Districts'

→ Note: Our verification forms are tailored to capture experience typically served within academic settings settings. You can also enter employers that are not school districts.

→ Linked here is a list of local districts and their points of contact.

Enter the Former District(s)/Employers that you need an Experience Verification from.

→ If your Former District(s) does not drop down as you type under 'Former School District Lookup', click 'Enter New District', and enter the information requested.

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

Click 'Close' and 'Next Step'