INSTRUCTIONS
EMPLOYEE BACKGROUND SCREENING

ADMINISTRATION FOR CHURCH/SCHOOL:

FILL IN THE DETAILS ON THIS FORM AND GIVE TO THE PROSPECTIVE EMPLOYEE.

PROSPECTIVE EMPLOYEE:

USE THE FOLLOWING INFORMATION TO COMPLETE YOUR BACKGROUND SCREENING:

1. Go to dwtx.org.
2. Click on “Resources & Archives” located at the top navigation bar.
3. Scroll down to “Forms” and select “Background Check”.

You will be taken to the SPISinfo site for The Episcopal Diocese of West Texas, click or enter the following selections:

Select: ◯ Click here for Employees

◯ Click here for Head of School, Clergy, Financial Officer

Select: ☐ Church ☐ School ☐ Church & School

Select: _____

City – (Church Name, School Name)

What position are you applying for?

_____

Continue the screening by clicking on “Next”.

All Background Screenings require a valid State Driver License or ID card number.