



DIOCESAN POLICY ON BACKGROUND SCREENINGS

Background screenings are required on all clergy, their staff members, school teachers and staff, youth workers, nursery workers, volunteers, and non-professionals. These screenings need to be completed through the diocesan office. We currently use the firm of SPIS, who is based in San Antonio.

There are three types of screens:

- **Level 1**
\$25.00 charge for Level 1 screen. It is used for **non-paid positions** (volunteers).
It covers the following:
 - Identity verification
 - Local criminal search
 - Statewide criminal search
 - Sex offender registry
 - Driving records

- **Level 2**
\$65.00 charge for Level 2 screen. It is used for **most paid positions** including clerical, administrative, and teaching positions.
It covers the following:
 - All of the Level 1 searches
 - Civil litigation
 - Financial responsibility
 - Education - 1 facility (each additional facility - \$6)
 - Previous employment - 2 employers (each additional facility - \$6)

- **Level 3**
\$75.00 charge for Level 3 screen. It is used for **employees in a greater position of authority**, like clergy, heads of schools, etc.
It covers the following:
 - All of the Level 1 and 2 searches
 - Federal records search

Each screening request should be sent to the diocesan office with a check made out to *Diocese of West Texas*. The diocese will then forward the request to SPIS and will notify you of screening results. This generally takes one week from the time the diocese receives the forms.

If you have any questions regarding this policy, please contact the diocesan office at 210-824-5387.



The
Episcopal Diocese
of West Texas

LEVEL 1 CONSENT DOCUMENT

FOR VOLUNTEERS AND NON-PAID POSITIONS

The Episcopal Diocese of West Texas contracts with SPIS, a licensed, Private Investigations Agency, to verify certain information contained in your application for employment, conditional job offer, or provided by you during the interview process. The information requested below is necessary to complete the screening. This information is **not** part of the application for employment and will be used for the sole purpose of verification of information and/or statements made by you. Please complete all requested information.

Prospective Employer (church or school): _____

Position Applying for: _____

Applicant Name: _____
Last First M.I.

Address: _____
Street City State Zip

Date of Birth: _____ **Social Security #:** _____
Month/Day/Year

Driver's License #: _____ **DL State:** _____

APPLICANT CONSENT

I understand and agree that SPIS, employee screening services, will verify all or part of the information I have given my prospective employer. I understand that this verification will cover identity verification, motor vehicle driving record, local criminal search, statewide criminal search, and the sex offender registry, as well as other public record information. I authorize the release of such information as may be necessary to verify the information I have provided. I release and hold harmless from all liability any individual or entity requesting or supplying information with respect to my application for employment.

Applicant Signature

Date



The
Episcopal Diocese
of West Texas

LEVEL 2 & 3 CONSENT DOCUMENT

FOR PAID POSITIONS & CLERGY, HEAD OF SCHOOL

The Episcopal Diocese of West Texas contracts with SPIS, a licensed, Private Investigations Agency, to verify certain information contained in your application for employment, conditional job offer, or provided by you during the interview process. The information requested below is necessary to complete the screening. This information is **not** part of the application for employment and will be used for the sole purpose of verification of information and/or statements made by you. Please complete all requested information.

Prospective Employer (church or school): _____

Position Applying for: _____

Applicant Name: _____
Last First M.I.

Address: _____
Street City State Zip

Date of Birth: _____ **Social Security #:** _____
Month/Day/Year

Driver's License #: _____ **DL State:** _____

Education History
List all schools attended beyond high school

School: _____ **Dates Attended:** _____
From To

Location: _____ **Degree Earned:** _____
City State AA, BA, MA, etc. / Incomplete

Major: _____ **Minor:** _____

School: _____ **Dates Attended:** _____
From To

Location: _____ **Degree Earned:** _____
City State AA, BA, MA, etc. / Incomplete

Major: _____ **Minor:** _____

Applicant Name: _____

Employment History
List all jobs held in the last 7 years

Company: _____ **Dates Employed:** _____
From To

Location: _____ **Phone:** _____
Address City State Zip

Job Title: _____ **Salary:** _____

Reason for Leaving: _____

May we contact this employer? Yes No

Company: _____ **Dates Employed:** _____
From To

Location: _____ **Phone:** _____
Address City State Zip

Job Title: _____ **Salary:** _____

Reason for Leaving: _____

Company: _____ **Dates Employed:** _____
From To

Location: _____ **Phone:** _____
Address City State Zip

Job Title: _____ **Salary:** _____

Reason for Leaving: _____

APPLICANT CONSENT

I understand and agree that SPIS, employee screening services, will verify all or part of the information I have given my prospective employer. I understand that this verification will include an inquiry into my credit history, motor vehicle driving record, criminal and civil records, education, prior employment as well as other public record information. I authorize the release of such information as may be necessary to verify the information I have provided. I release and hold harmless from all liability any individual or entity requesting or supplying information with respect to my application for employment.

Applicant Signature

Date