The Episcopal Diocese of West Texas

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 3 types of screens:

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

2. **Level 2:** The charge for this screen is $65.00. It is used for most paid positions including clerical and teaching positions. It covers:
   - All of the Level 1 searches -- PLUS
   - Civil litigation
   - Education (1 facility) – Each additional facility - $6
   - Previous employment (2 employers) – Each additional employer $6

3. **Level 3:** The charge for this screen is $85.00. It is used for employees in a greater position of authority (Clergy, Head of School, Parish Administrators, Financial Officers, School Administrators). It covers:
   - All of the Level 1 and 2 searches
   - Credit History
   - Federal records search

Please make copies of the enclosed forms for your use.

A check made out to the Diocese of West Texas should accompany each screen requested. We will then forward your request to SPIS for the screening and will notify you of the results. This generally takes about a week from the time we receive the forms.

If you have any questions regarding this policy, please contact Laura Woodall in the Bishop’s office at 210/888.824.5387 or by email at Laura.woodall@dwtx.org.

January 2015
The Episcopal Diocese of West Texas

LEVEL 1 CONSENT DOCUMENT
(Volunteers, 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 this task. This information is NOT a 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/School __________________________________________

Position Applying For: ______________________________________________________

Applicant Name: ___________________________ ___________________________
                      Last Name    First    M.I.

Address: ________________________________________________________________
                      Street    City    State    Zip

Date of Birth: ___________ ___________ Social Security#: ___________________________
                      Month/Day/Year

Driver’s license # ___________________________ 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: ___________________________

January, 2015
The Episcopal Diocese of West Texas

LEVEL 2 AND LEVEL 3 CONSENT DOCUMENT

(Level 2-Paid Clerical; Level 3-Clergy, Head of School, Parish Administrators, Financial Officers, School Administrators)

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Prospective Employer: Church/School ____________________________________________________

Position Applying For: ________________________________________________________________

Applicant’s Legal Name: ____________________________________________________________

Last Name    First    M.I.

Address: __________________________________________________________

Street    City    State    Zip

Date of Birth: ___________________ Social Security # __________________________

Month/day/year

Driver’s License #: ___________________________ State: ____________________________

EDUCATION HISTORY: LIST SCHOOLS ATTENDED BEYOND HIGH SCHOOL

Name of College, University, or Trade School    Dates Attended: __________________

School: ______________________________________________________________________

Location: ___________________________________________________________________

Degree Earned: ___________________ A/BA/MA etc. /incomplete

Major: ___________________________ Minor: _____________________________

Name of College, University, or Trade School    Dates Attended: __________________

School: ______________________________________________________________________

Location: ___________________________________________________________________

Degree Earned: ___________________ AA/BA/MA etc. /incomplete

Major: ___________________________ Minor: _____________________________

Name of College, University, or Trade School    Dates Attended: __________________

School: ______________________________________________________________________

Location: ___________________________________________________________________

Degree Earned: ___________________ AA/BA/MA etc. /incomplete

Major: ___________________________ Minor: _____________________________

P.O. Box 6885 * San Antonio, TX 78209 * 111 Torcido Dr. (210/888) 824-5387 * Fax (210) 824-1312
**Applicant Name:**
(Please print)  

**EMPLOYMENT HISTORY: LIST ALL JOBS HELD IN THE LAST 7 YEARS**

Most Recent: Can this employer be contacted:  

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Phone:</th>
<th>From</th>
<th>To</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Employment date (Month &amp; Year)</th>
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<tr>
<td>2nd Company Name</td>
<td>Phone:</td>
<td>From</td>
<td>To</td>
<td>Address</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Employment date (Month &amp; Year)</td>
</tr>
<tr>
<td>3rd Company Name</td>
<td>Phone:</td>
<td>From</td>
<td>To</td>
<td>Address</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Employment date (Month &amp; Year)</td>
</tr>
<tr>
<td>4th Company Name</td>
<td>Phone:</td>
<td>From</td>
<td>To</td>
<td>Address</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Employment date (Month &amp; Year)</td>
</tr>
</tbody>
</table>

**APPLICANT CONSENT**

I understand and agree that SPIS 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:  

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January, 2015