

## Process for Paid/Unpaid Associate

- 1) **Request a background check** by clicking here or go to <https://tinyurl.com/SWIDbgchecks>

Once received, the individual will receive an email from the National Screening Bureau with information on completing the request. To avoid an additional charge, please have them check their junk/spam/promotional folders, as the email is time sensitive and needs to be filled out promptly. The charge is \$20.00

- 2) **Watch for a response from the district office stating the background clear.** After the background check is complete, you will receive an email stating the background check is clear and you may now take the name to your church board for approval.

- 3) **Complete REQUEST FOR ASSOCIATE EMPLOYMENT FORM TO HIRE A PAID OR UNPAID STAFF form.**

After your church board has approved the associate, send your Request For Associate Employment Form to the district office. This request form can be emailed to [swidoffice@swidnazarene.org](mailto:swidoffice@swidnazarene.org) once it is filled in or mailed to the district office.