



# Pacific Academy

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Dear Applicant,

Thank you for your interest in Pacific Academy. We are pleased to provide you with our teacher information/application package.

Since 1985 Pacific Academy has been working with Christian families to provide quality, Christ-centered education. We exist to prepare students for service and leadership through a commitment to excellence by providing the best in spiritual, intellectual and physical development based on a foundation of Christian principles in the Pentecostal tradition.

Please take the time to read through the materials provided. Then, if you have any questions, please do not hesitate to contact me at 604-581-5353 or [tbarks@pacificacademy.net](mailto:tbarks@pacificacademy.net).

Once we have received your completed application, including your Pastor's reference, we will contact you regarding an interview should a suitable position be available.

Sincerely,

Tim Barks  
Head of School  
Pacific Academy

## INTRODUCTION

Pacific Academy is an independent, co-ed, Christian school for students in Junior Kindergarten through Grade 12. The school is operated by the Pacific Pentecostal Education and Communication Society, an independent non-profit society. Founded in 1985 by a group of Christian pastors and laymen, the school opened in Coquitlam with an enrollment of 200 students. In January 1991, Pacific Academy moved to new facilities on 38 acres in Surrey. In September 2004, Pacific Academy High School became an International Baccalaureate World School. Present schoolwide enrollment is approximately 1400 students.

Although not affiliated with any church or denomination, Pacific Academy's Statement of Faith is distinctly evangelical and Pentecostal, seeking to allow for the movement of God's Holy Spirit in the daily life of the school.

The campus includes buildings for each of the four divisions, i.e. Primary, Intermediate, Middle and High School. In addition, the Creative Arts Building provides specialist areas for Art, Home Economics, Technology Education and Music. A 350-seat cafeteria is available for students' use. Playing fields and an all-weather athletic track support the school's sports program. A 1500-seat auditorium constructed in 1997 serves both the student body and our community. We dedicated our Middle School Gym in September 2008, completing our campus.

Our outstanding facilities and a staff who have trained and taught around the world combine to create an atmosphere where students can develop their full potential.

## VISION, MISSION, VALUES, GOALS AND OBJECTIVES

### **Vision**

*To be global servants in Christian education.*

### **Mission Statement**

*Pacific Academy exists to prepare students for service and leadership through a commitment to excellence by providing the best in spiritual, intellectual and physical development based on a foundation of Christian principles in the Pentecostal tradition.*

### **Core Values**

*At Pacific Academy we value:*

- *An adventurous, Christ-centred personal relationship with God;*
- *Personal growth, innovation and the pursuit of excellence;*
- *A community reflecting Christ working in our lives; and*
- *Service and leadership empowered by the Holy Spirit within and beyond our school community.*

### **Core Goals**

*At Pacific Academy we will:*

- *Introduce students to a saving knowledge of Jesus Christ and the work and ministry of the Holy Spirit;*
- *Present a Christian view of the world;*
- *Provide for every student the resources and skills necessary to live a life of service to God and their neighbours; and*
- *Provide every student with the opportunity to experience and live out a Christian worldview.*

## **Educational Objectives**

The educational objectives for students are to lead them to:

1. Commitment to:
  - a) Love God with their whole hearts.
  - b) Love their neighbour as themselves (participate positively and graciously in interpersonal and community relationships as a demonstration of love to God).
  - c) Love themselves in the sense that they:
    - Have a maturing sense of their individual value as an image bearer of God
    - Demonstrate a continuing attempt to humbly and believingly commit themselves to Christ in all things and to experience the reality of His promised presence
    - Set goals for the use of time and talents which promote the fulfillment of their calling to serve God in everything
    - Use their bodies and minds as valuable possessions belonging to God and as instruments of the service of God in all life's activities.
  
2. Awareness of:
  - a) The whole world as God's creation, built and held together by the powerful Word of God.
  - b) The responsibility and privileges which God in His grace has granted him.
  - c) Man's calling as a creature made in God's image, called to obey and enjoy God.
  - d) Man's obligation to proclaim in word and deed the Gospel of Jesus Christ to man.
  - e) The fact of the sinfulness of man and the impact of sin on creation and God's redemptive plan in Christ.
  
3. To develop skills in:
  - a) Reading and understanding written materials.
  - b) Communicating clearly and effectively in speech and writing.
  - c) Using the numerical processes.
  - d) Data collection, selection, analysis and distribution.
  - e) Understanding, shaping, using and enjoying the creation in love to God.
  - f) Thinking clearly about the world from a Biblical perspective.
  - g) Forming valid judgments from a Biblical perspective.
  - h) Implementing opportunities to serve God in all areas of life.

## **PRIMARY SCHOOL (Kindergarten – Grade 2)**

### **Mission Statement**

*Pacific Academy Primary School is dedicated to nurturing children in the knowledge and love of God, providing a Christ-centred community which enables spiritual, social, emotional, academic, aesthetic and physical development for the purpose of worship and service.*

The Primary years are a special time in a child's life – a time of optimum learning and open-heartedness. In all that we do, we seek to provide every opportunity for students to:

- Grow in Biblical knowledge and personally experience God as Father, Jesus as Saviour and the Holy Spirit as Guide.
- Live in community and joyfully appreciate God's creation.
- Discover, develop and use talents and gifts to worship and glorify God.
- Build a solid foundation and appreciation of academics, fine arts and physical education.
- Acquire a disciplined, thoughtful and creative Christian mind.

Primary School accomplishes these goals through nurturing teachers, parental participation and communication and specialized instruction in Music and PE. We implement a thematic approach to integrate a Biblical worldview within curricular content. Our Learning Support program features early reading intervention and a team of Teaching Assistants to provide classroom support for students.

### **Academics**

Our academic program provides a solid foundation in literacy and numeracy using an effective collection of age-appropriate curricula and strategies. Social Studies and Science themes are carefully chosen to provide a vehicle for exploring God's creation and to ensure a meaningful context for investigating and questioning.

### **Outreach and Chapel**

In the Primary School we provide students with opportunities to share their growing faith. With the rest of Pacific Academy, we are involved in praying for and financially supporting the school we sponsor in Uganda.

Each grade is involved in a team outreach project. Kindergarten students reach out to physically and mentally challenged adults who come to the school to read and spend time with the children. Grade One and Two classes visit intermediate care centres where they sing, read and share with their adopted grandfriends.

Our teacher-led chapels are a very special time for both students and teachers. Students actively participate and are encouraged to reflect Christ's character in their respect for others and attitude toward worship. Each year our beginning chapels focus on the plan of salvation. There are several thematic chapels during the year including our Advent Chapel and Creation Day Chapel.

### **Physical Education**

The physical education program, taught by specialists, seeks to use creative ways to develop physical and social skills. Cooperation and teamwork are important parts of the program as students learn to play fairly and work together.

### **Music**

Music is an integral aspect of life at Pacific Academy. Our music specialist focuses on musical literacy, appreciation and composition. Students learn to sing and play musical instruments within the context of praise and worship.

## **INTERMEDIATE SCHOOL**

### **(Grades 3 – 5)**

#### **Mission Statement**

*Pacific Academy Intermediate School is committed to nurturing children in the knowledge and love of God and His world. We are a Christ-centred community where students discover the joy of learning while developing their spiritual, intellectual, social, artistic and physical gifts to equip them for a life of service.*

Distinctive features of the Intermediate School program include dedicated teachers, outstanding parental involvement, regular and effective communication with the home, well-equipped classrooms with ample access to technology, specialized instruction in Music and PE, and a thematic approach to curricular content that interweaves Bible, Academics and Fine Arts. The Learning Support program and team of Teaching Assistants contribute to successful student learning.

#### **Academics**

In addition to excellent Language Arts and Mathematics curricula, the Intermediate School offers a participatory approach to Social Studies and Sciences. A Biblical worldview is integrated throughout these core subjects.

#### **Outreach and Bible**

The Intermediate School provides students with a variety of ways to live out their faith. The students pray for and financially support the school that Pacific Academy sponsors in Kibaale, Uganda.

The Intermediate School is involved in a local Surrey outreach program for needy children. Each class also participates in a community outreach project. Grade Three students are involved with a grandfriends program at an extended care facility. Grade Four and Five students reach out to the school community by composting, recycling, monitoring equipment, collecting attendance and buddying with younger students.

Our Bible program focuses on providing a solid Biblical foundation for the development of character and for understanding God's world. Through chapels and daily devotional times, children are encouraged to worship, pray for one another and seek God's will for their lives.

#### **Physical Education**

The Physical Education program uses specialists to teach creative ways of maintaining health and fitness. Grade Four and Five students participate in a variety of intramural programs and seasonal sporting activities such as cross country, soccer, track and field, running club, wrestling and floor hockey.

#### **Music**

Music plays an important role in the development of a child. Music instruction has proven to be beneficial to learning and enhances both spiritual and intellectual growth. Our music specialists endeavour to develop the students' musical literacy by teaching students to listen, read, compose, sing and play musical instruments. Music is taught within the context of worship and communication. It is integrated into classroom instruction and applied in theatre productions.

#### **Computer Technology**

The goals of the Computer program are for students to learn basic computer skills and to develop the techniques necessary to use the computer as a learning tool. Technology assists students in learning concepts in different ways and enables them to present their knowledge in new and interesting formats. Computers are integrated into classroom instruction, and technological skills are reinforced and extended through a variety of programs.

## **MIDDLE SCHOOL**

### **(Grades 6 – 8)**

#### **Mission Statement**

*Pacific Academy Middle School seeks to be a caring community which challenges early adolescents to become Christ's servants in all areas of life. We are committed to providing a learning environment that encourages spiritual, intellectual, social and physical excellence.*

The Middle School program is committed to further developing the child spiritually, intellectually, socially and physically. Because young people at this age go through such rapid growth and maturation, the curriculum and methods of instruction strive to meet their specific developmental needs.

At Pacific Academy Middle School we give our students a solid base for future learning by:

- Teaching from a Christian perspective.
- Integrating the curriculum to show the relationship among subjects.
- Using a variety of instructional strategies to meet individual needs.
- Emphasizing good study skills.
- Offering opportunities for outreach and community service.
- Providing a range of exploratory subjects.
- Encouraging participation in extracurricular activities.

#### **Academics**

The Middle School offers Humanities, Math, Science, French, Bible, PE, Computers and Fine Arts at every grade level. In addition, students take courses in Home Economics, Technical Education, Multimedia and Recreation. These and other exploratory courses are taught by staff, parents and members of the community and allow students to discover their gifts and talents in a variety of areas. The Learning Support Centre provides extra assistance for students who need help with their academic courses.

#### **Music**

The Middle School's excellent Music program includes band, jazz band, choral, worship teams and strings. One of the highlights of the program is the annual band camp. This extraordinary experience sets a foundation for our students to develop their musical talents. The results are exhibited throughout the year in concerts, performances and music festivals.

#### **Outreach**

Outreach and service are emphasized in all grades. The students participate in various projects including buddying with younger students, recycling, visiting senior citizens, helping in daycares and growing and preparing food for a local foodbank. Students are also involved in supporting the school we sponsor in Kibaale, Uganda.

#### **Athletics**

Our major goal is for students to glorify God in their efforts, actions and relationships as they strive for physical excellence. The following interschool sports teams are normally offered during the school year: soccer, cross-country, volleyball, wrestling, basketball and floor hockey. The Middle School also schedules an intramural program at lunchtime.

#### **Outdoor Education and Summit Program**

Outdoor Education and the Summit Program are important aspects of the learning experience in Grades Seven and Eight. The programs develop a sense of responsibility toward the environment and teach skills that allow students to safely enjoy the outdoors. Classroom instruction includes first aid, injury prevention, ecological and nutrition studies, orienteering and map skills. Both programs include a variety of recreational activities and camping trips.

# HIGH SCHOOL

## (Grades 9 – 12)

### **Mission Statement**

*Believing that Jesus Christ is the centre of our existence, Pacific Academy High School equips and encourages students to love God and serve others by providing challenges and opportunities to develop spiritually, emotionally, intellectually and physically.*

The school year, which runs from September through June, is divided into two semesters. A wide range of courses designed to provide a balanced education is offered. Most of the academic courses are taken on a semester basis. This means a student has fewer courses to carry at a time and divides up the provincial examinations so that some are written in January and others in June. Students receive guidance, as necessary, to assist them with course selection and to help with problems they may encounter.

### **Academics and Electives**

- The program meets all the requirements of the BC Ministry of Education for graduation from Grade 12.
- All courses are taught from a Christian perspective.
- Students on the academic program are well prepared for university or college studies.
- The general studies program is designed to meet the needs of students who may not wish to go to university.
- Assistance is available for those students who need help with their courses.
- Whenever possible, enrichment is offered to students who need the additional challenge.
- Class sizes usually range from 15 to 28 students depending on the course and grade level.
- Pupil teacher ratio averages 16 students per teacher.

Students are encouraged at each grade level to be involved in both Fine Arts and Applied Skills. The Music program is excellent, with groups frequently achieving high recognition in both national and international festivals. Theatre Studies allow students to develop their presentation skills and to work on the various productions that take place each year. The Art program encourages students to explore various media and to prepare work for presentation.

### **Outreach**

At the High School level students are encouraged to be actively involved in reaching out to others. There are many opportunities for service including peer tutoring, working to provide Christmas hampers for the needy, collecting for the Salvation Army, taking wheelchair bound citizens Christmas shopping, supporting the school we sponsor in Uganda, as well as many individual projects.

It is our goal to encourage every student to be part of an outreach team to a developing country before they graduate. Countries to which teams have been sent include Bulgaria, Guatemala, Jamaica, Mexico, Russia, Taiwan, Thailand and Uganda. Details of projects for the coming year are made available soon after school starts in September.

### **Physical Education and Athletics**

Physical Education provides opportunities for students to experience a variety of recreational pursuits, career interests and activities that promote lifelong, healthy living. Students participate in activities that promote social interaction, community responsibility and skill development. Students are encouraged to be involved in the wide range of interschool sports offered including volleyball, soccer, basketball, track and field, badminton and floor hockey.

### **International Baccalaureate Diploma Programme**

The IB Diploma Programme is a rigorous pre-university course of studies, leading to examinations that meet the needs of highly motivated High School students. The goals of IB are to ensure intellectual rigor and high academic standards, to teach young people to relate classroom experiences globally, to become critical thinkers, lifelong learners, and informed participants in their communities and the world. Students who successfully complete the program earn a prestigious IB Diploma in addition to a Pacific Academy Academic Diploma.

## STATEMENT OF FAITH

The basis of Pacific Academy is the Word of God, the Bible, which we hold in its entirety to be the infallible revelation of God. We hold the following truths to be fundamental and self-evident teachings from the Word of God.

- 1) God is one, yet three persons, co-equal: Father, Son and Holy Spirit.
- 2) The Father is the Creator of heaven and earth, having created life and substance by a direct creation act, and furthermore, upholds and directs all things according to His will and by His power.
- 3) God reveals Himself as well as His will for man through His written Word, the Bible; especially in these last days He has spoken unto us through Christ, the incarnation of the eternal Word.
- 4) Christ is both truly God and truly man, born of the Virgin Mary.
- 5) Christ's death on the cross was a substitutionary atonement for the sins of all who believe in Him as their Saviour.
- 6) Jesus Christ arose from the grave, a physical, personal resurrection.
- 7) Jesus Christ will come again, a personal return upon the clouds of heaven, to judge the living and the dead and to bring about a new heaven and a new earth.
- 8) All men are dead in sin and need the new birth through the regenerating power of the Holy Spirit.
- 9) Salvation from sin and condemnation is by grace alone, through faith in the Lord Jesus Christ.
- 10) The believer, saved by grace, as a new creature in Christ, through the gifts of the Holy Spirit, will manifest a joyful, living witness to the saving power of Christ.

## CODE OF CONDUCT

### ***Introduction***

Pacific Academy is a faith community built upon covenantal relationships, comprised of persons confessing Jesus Christ as their personal Savior and Lord. Its area of endeavor is the academic and spiritual nurture of children, who are viewed as "a heritage from the Lord." With this in mind, we seek to clarify how our faith and mission serve as the foundation upon which our lives (thoughts, beliefs and behaviours) are built.

### ***Purpose***

The purpose of the Code of Conduct as directed by the Pacific Academy Board of Directors and Senior Administration Staff is to clearly outline the expectations of how our mission statement, vision and core values are lived out. It is also the intent of this document to provide a legal context as it applies to behaviour and lifestyle of those who are employed by and those who hold positions of leadership with Pacific Academy. The Code of Conduct will be used as an addition to the bylaws and employment contracts. This Code is intended to give expression to Biblical standards by providing language that can be clearly understood both inside and outside the Pacific Academy community. The definitions outlined in this Code are the minimum common standards acceptable to the Pacific Pentecostal Education and Communication Society membership.



### ***Application Guidelines***

#### **A. Within Pacific Academy**

To serve as a minimum standard which will unify us, as well as challenge us to greater maturity and Christ likeness.

To administer this Code in an attitude of grace and reasonable discretion so that those affected can know truth in love and be encouraged to grow in their walk with Christ.

Where there is a continual or intentional disregard for the spirit or the letter of the Code, the Pacific Academy Board of Directors should take the necessary action it may deem appropriate in accordance with:

- Code of Conduct, Sub-Section *Violations*
- Teacher Employment Contract, Section 17

#### **B. Outside Pacific Academy (Community at large and the Law Courts)**

To clearly define who we are and what we stand for to the community at large.

To provide a Society approved document defining behavioural and lifestyle expectations of the Board members, administrators, teachers and staff of Pacific Academy.

To provide assistance to legal counsel in the event of any litigation.

### ***Lifestyle and Operational Implications***

Because of our understanding of and commitment to Biblical truths and principles, as members of the Pacific Academy community we (Board, administrators, teachers, and staff) hereby covenant to live so as to affirm our values, principles and beliefs, and abstain from actions that are outside of or contrary to the values, principles and commonly held beliefs, and we agree to the following:

#### **1. Biblical Marriage**

To engage in sexual relations only within the confines of a Biblical marriage relationship between husband (male) and wife (female) that are lawfully married to each other, understanding that this excludes non-marital cohabitation. (Mark 10:6-9; Romans 1:18-27; 13:9; 1 Tim. 3:2-3)

#### **2. Biblical Purity**

To shun materials and activities that promote unbiblical sexual behaviour (for example homosexual, adulterous and promiscuous behaviour) or exploit or degrade human sexuality. (Ps. 101:3; Gal 5:18-21; Rom. 1:31-32; 1 Pet. 2:11-12)

#### **3. Temperance or Moderation in all things**

To abstain from illegal substances and avoid addictions in all areas, including but not restricted to alcohol, gambling, and tobacco in all forms including marijuana. (Gal. 5:22-24; 2 Tim. 3:1-5)

#### **4. Biblical Relationships**

To maintain positive and godly relationships characterized by respect and love, and to avoid violent or harassing behaviour. (1 Cor. 13; Eph. 4:25-32; 2 Tim. 2:24-26)

5. **Biblical Communication**

To communicate positively with one another with true and uplifting words, and to abstain from gossip, divisiveness, backbiting, lewdness, vulgarity, racism and profanity. (Col. 4:6; James 3:1-12)

6. **Biblical Worship**

To worship on a regular basis with a fellowship of Christ-centred and Biblically based believers and to avoid occult organizations and abstain from occult activities. (Heb. 10:23-25; John 4:23-24)

7. **Sanctity of Life**

To engage in or support practices that uphold, maintain and support life and to abstain from practices or support for practices that endanger or harm life (abortion, euthanasia, sadism, masochism). (Gen. 2:7; 4:1-15; 9:6; Col. 1:16, Psalm 139:13-16)

8. **Godly Citizenship**

To uphold all the laws of the land unless they are judged to be in violation of a direct command of Scripture. (Matt. 22:15-22; Rom. 13; 1 Peter 2:13-15)

All of the above *Lifestyle and Operational Implications* are subject to interpretation and application by the Board of Directors.

**Violations**

The Board of Directors may deem violation of the Code of Conduct as sufficient cause to terminate employment and positions of leadership with Pacific Academy.

**Conclusion**

The given list does not serve as an exhaustive list of affirmations and commitments. We also accept that it does not serve as an exhaustive list of the aspects of life from which our covenant may preclude our participation. Should there be specific practices that contravene the spirit and intent of these covenants and commitments the Board of Directors may, from time to time, modify the Code of Conduct through a process of consultation with the administrators, teachers, staff and the Society.

It is our desire that by identifying common aspects of our faith covenant we may give definition to their application to our common lifestyle. Our goal is that by so doing, God will receive the glory, His people will be encouraged in their walk of faith, and others will know that we are Christians by our love for God and for each other.

## **PROFESSIONAL DEVELOPMENT EXPECTATIONS FOR TEACHERS**

1. If not already completed, teachers holding either part-time or full-time positions are required to have completed, as a minimum, a course or courses in the Foundations of Christian Education, approved by the Head of School (or delegate), prior to the start of the second year of their employment at Pacific Academy. Such a course work must contain units in:
  - a) Philosophy and Worldview
  - b) Methodology
  - c) Curriculum Development

Course length shall be equivalent to no fewer than 30 hours of instruction.

The teacher will normally meet these requirements by attending a Summer Institute offered from time to time by TWU, ACSI or Pacific Academy. The school will pay tuition costs of attending the Foundations of Christian Education Course.

2. All teachers are required to demonstrate the understanding of computers and technology necessary for use at their grade and or subject level and to be involved in ongoing learning. Minimum requirements will be outlined by each division and upgraded as necessary from year to year. The school will offer workshops and courses to enable teachers to meet this requirement.
3. It is expected teachers will be involved in professional development on an ongoing basis. Annually the division heads will review with the teacher their involvement in professional development and together set goals. A balanced program with growth in the teaching, spiritual and technological areas will be the aim. Pacific Academy's Professional Development Plan also requires and supports the development of a Professional Portfolio related to the Standards for Teaching outlined below.
4. Outreach is an important part of the program at Pacific Academy. All teachers are encouraged to make themselves available as outreach team leaders from time to time. High School teachers (health and circumstances permitting) are expected to lead a team at least every third year. The High School principal will coordinate teacher involvement.
5. New teachers are formally evaluated during their first year of teaching.



| Name | Degree/program | Major | Graduation Date |
|------|----------------|-------|-----------------|
|      |                |       |                 |
|      |                |       |                 |

**III. Teaching Credentials**

Do you presently hold a valid British Columbia teaching certificate, *or* Yes  No

Are you eligible for a British Columbia Teaching Certificate? Yes  No

British Columbia Ministry of Education Certificate of Qualification *or* Yes  No

British Columbia Independent School Teaching Certificate Yes  No

Type \_\_\_\_\_ Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Do you hold a teaching certificate from another jurisdiction? Yes  No

If “Yes,” please answer the following:

Certificate issued by (jurisdiction) \_\_\_\_\_

Level/type \_\_\_\_\_ Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Please include a copy of your BC Ministry of Education Teaching Certificate (College of Teachers or Independent Schools).

**IV. Teaching Experience**

(Begin with your most current experience and include student teaching experiences)

| School | Position | Grade Level | Dates | Courses Taught |
|--------|----------|-------------|-------|----------------|
|        |          |             |       |                |
|        |          |             |       |                |
|        |          |             |       |                |
|        |          |             |       |                |
|        |          |             |       |                |

**V. Other Work and Relevant Volunteer Experience**

| Company | Position | Main Responsibilities | Dates | Supervisor(s) |
|---------|----------|-----------------------|-------|---------------|
|         |          |                       |       |               |
|         |          |                       |       |               |
|         |          |                       |       |               |

**VI. Personal Essay**

Please attach a two page personal essay describing the following areas:

- Your personal faith and relationship with God.
- Your understanding of and commitment to the nature and purpose of Christian education.
- A brief description of your key relationships (family and friends).
- Your special giftings, interests and hobbies.

**VII. Church Life**

Are you a member in good standing of an evangelical Christian church? Yes  No

If "Yes" please give:

Church Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Church Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Pastor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Please have the pastor complete and return the attached Pastor's Reference. (We suggest you provide the pastor with a stamped envelope to ensure a prompt response.)

If "No" please explain. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VIII. Personal References**

| Name | Relationship | Address | Phone |
|------|--------------|---------|-------|
|      |              |         |       |
|      |              |         |       |

**IX. Professional References**

| Name | Position | Address | Phone |
|------|----------|---------|-------|
|      |          |         |       |
|      |          |         |       |

**X. Affirmation**

My signature below indicates that:

I have read the material provided herewith, and understand, agree with and support the ministry of Pacific Academy. In particular, I agree with the Statement of Faith, goals and objectives of Pacific Academy and the Pacific Academy Code of Conduct. My application for a position at Pacific Academy does not conflict with any other contracts or commitments I have made to other schools.

Pacific Academy is committed to meeting the privacy standards established by the BC Personal Information Protection Act (PIPA) and has established policies to define the school authority's use, storage and disclosure of personal information. Pacific Academy does not sell, lease or trade personal information to other parties. For more information on Pacific Academy's use, storage and disclosure of personal information please contact the privacy officer, Tim Barks, Head of School.

In accordance with PIPA, I give permission for Pacific Academy to (please  $\checkmark$  any or all):

- Directly contact individuals given as references in this application.
- Securely retain and use this information for hiring purposes at Pacific Academy.
- Place staff picture and business email address on the school website.
- Publish staff picture in the school yearbook.
- Disclose this information to other Christian schools upon their request for hiring purposes.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date



## PACIFIC ACADEMY

### *Pastor Reference Form*

\_\_\_\_\_ has applied to Pacific Academy for a teaching position.

*Please complete and return this form as soon as possible. Your help is appreciated.*

1. Approximately how long have you known the applicant? \_\_\_\_\_
2. In what capacity have you known him/her? \_\_\_\_\_
3. What can you tell us about his/her walk with the Lord? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. How would you describe his/her usual temperament? \_\_\_\_\_  
\_\_\_\_\_
5. Does she/he look on the positive side of things or would you say she/he tends to be critical?  
\_\_\_\_\_
6. How does she/he deal with being under authority? \_\_\_\_\_  
\_\_\_\_\_
7. When she/he is in charge, how does s/he handle authority? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Is she/he a person you would call conscientious?    Yes     No   
Please explain. \_\_\_\_\_  
\_\_\_\_\_
9. Is she/he a person you would call industrious?        Yes     No   
Please explain. \_\_\_\_\_  
\_\_\_\_\_
10. Does she/he have any addictions to legal, illegal or medical substances?    Yes     No   
If "Yes", please explain. \_\_\_\_\_  
\_\_\_\_\_



11. If married,  
 a. Would you say she/he has a good marriage? \_\_\_\_\_  
 b. If applicable, please describe the relationship between parents/children \_\_\_\_\_  
 \_\_\_\_\_
12. Would she/he help us to uphold Biblical standards? \_\_\_\_\_
13. What ministry involvement did she/he have in your church and how effective was s/he?  
 \_\_\_\_\_  
 \_\_\_\_\_
14. In what capacity have you observed him/her working with children or youth? \_\_\_\_\_  
 \_\_\_\_\_
15. Does she/he demonstrate the gift of teaching? \_\_\_\_\_
16. What do you think is his/her primary strength? \_\_\_\_\_  
 \_\_\_\_\_
17. What do you feel is his/her primary growth area? \_\_\_\_\_  
 \_\_\_\_\_
18. Does this area that needs improvement hinder teaching effectiveness or Christian testimony?  
 \_\_\_\_\_  
 \_\_\_\_\_
19. Do you have any reservations in recommending him/her? Yes  No   
 Please explain. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
20. Additional comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
21. May we share information from this reference with the applicant? Yes  No
- Church name \_\_\_\_\_ Denomination \_\_\_\_\_
- Pastor's name \_\_\_\_\_ Pastor's signature \_\_\_\_\_
- Date \_\_\_\_\_ Phone \_\_\_\_\_

*Please forward directly to Tim Barks, Head of School at [tbarks@pacificacademy.net](mailto:tbarks@pacificacademy.net).*

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