

## APPLICATION INSTRUCTIONS FOR

### EXECUTIVE DIRECTOR, AREA AGENCY ON AGING FOR AREA III

YOU ARE APPLYING FOR THE EXECUTIVE DIRECTOR POSITION FOR THE AREA AGENCY ON AGING (A.A.A.) THE OFFICE FOR A.A.A. IS LOCATED IN MERIDIAN, IDAHO AND IT WILL BE NECESSARY FOR YOU TO BE ABLE TO WORK FROM THIS OFFICE DAILY. THE AGENCY IS CURRENTLY FULLY STAFFED AND HAS BEEN WORKING AT THIS LOCATION FOR APPROXIMATELY 2 YEARS. THE PERSON HIRED WILL BE TRAINED IN THE NECESSARY RESPONSIBILITIES FROM THE PREVIOUS INTERIM DIRECTOR.

A LETTER OF INTEREST ALONG WITH THE APPLICATION AND YOUR RESUME SHOULD BE EMAILED BY SATURDAY, OCTOBER 24<sup>TH</sup>, 2016 TO:

[tanderson@co.washington.id.us](mailto:tanderson@co.washington.id.us)

SUBJECT LINE: EXECUTIVE DIRECTOR APPLICATION

AFTER READING THE JOB DESCRIPTION YOU SHOULD ALSO KNOW THAT THE APPLICANT BEING CONSIDERED FOR THE POSITION WILL NEED TO SUCCESSFULLY PASS A DRUG TEST AND A BACKGROUND CHECK.

SHOULD YOU HAVE ANY FURTHER QUESTIONS PLEASE EMAIL THOSE QUESTIONS TO THE ABOVE EMAIL ADDRESS. **PLEASE DO NOT** CONTACT THE AREA AGENCY ON AGING OFFICE FOR ANY ASSISTANCE AS THEY ARE NOT INVOLVED IN THE HIRING PROCESS.

THANK YOU

COMMISSIONER ANDERSON