華人社區服務中心

Chinese Community Social Services Centre Inc.

(ABN 95 428 365 701)

Guidelines for Applicants

Board of Management

President
Mr. Fred Chuah, J.P.

Vice President
Mr. David Yong, J.P.

Secretary
Mr. Albert Hau

Treasurer
Mr. Kwok-Lam Leung, J.P

Board Members
Ms. Kim Au (CEO)

7th May 2021

Dear Applicant,

If you are interested in applying for the advertised position, please forward your resume including the contact details of **three** referees to: -

Ms Kim Au,
CEO,
Chinese Community Social Services Centre Inc.
Suite 19, Professional Suites, Box Hill Central,
17 Market Street, Box Hill VIC 3128

In addition to your resume, we advise that you should address in your cover letter how your qualification/s and experiences will enable you to undertake the major responsibilities, as outlined in the job description, effectively.

Please mark "PRIVATE & CONFIDENTIAL" on the envelope and make sure that your application arrives at our office not later than **Friday 28th May 2021**.

If you choose to email or fax your application to us, the details are as follows:

Email address: jobs@ccssci.org.au
Fax number: (03) 9890 1888

It is our intention to contact those applicants who have been short-listed for interviews shortly after the closing date.

Thank you for responding to our advertisement and showing an interest in our service.

Yours faithfully,
Kim Au
Chief Executive Officer