



# Chinese Community Social Services Centre Inc.

(ABN 95 428 365 701)

## Guidelines for Applicants

### Board of Management

#### President

Mr. Jasper Kwok

#### Vice President

Mr. David Yong, J.P.

#### Secretary

Mr. Albert Hau

#### Treasurer

Mr. Kwok-Lam Leung, J.P.

#### Board Member

Ms. Kim Au (CEO)

15 May 2023

Dear Applicant,

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

Mr. Maurice Lee  
Chief Operating Officer  
On Luck Chinese Nursing Home  
PO Box 349, Doncaster East, VIC 3109

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 and make sure that your application arrives at our office not later than **Monday 12 June 2023**.

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

Email address: [admin.onluck@ccssci.org.au](mailto:admin.onluck@ccssci.org.au)

Fax number: (03) 9844 6063

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  
CCSSCI - CEO