



華人社區服務中心

Chinese Community Social Services Centre Limited

ACN 679 804 927 ABN 95 428 365 701

## Guidelines for Applicants

### Board of Management

#### President

Mr. David Yong, J.P.

#### Vice President

Mr. Albert Hau

#### Secretary

Ms. Kim Au (CEO)

#### Treasurer

Mr. Kwok-Lam Leung, J.P.

#### Board Member

Dr. John Kwong Tin Wong

30 Sept 2024

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.

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  
CCSSC - CEO