



Chinese Community Social Services Centre Inc.

(ABN 95 428 365 701)

Guidelines for Applicants

Board of Management

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Vice President

Mr. David Yong, J.P.

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Ms. Kim Au (CEO)

Treasurer

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Mr. Kwok-Lam Leung, J.P.

Mr. Lionel Leung

Mr. Woon Leung

Ms. Jenny Khor

(Staff Representative)

12th May 2010

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. Stephen Li,
Operations Manager,
Chinese Community Social Services Centre Inc.,
Suite 11, Centro Box Hill North,
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 Wednesday 26th May 2010.

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

Email address: admin@ccsci.com.au

Fax number: (03) 9899 8547

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