

## Guidelines for Applicants

**Board of Directors**

**Chairperson**

Ms. Kim AU

**Deputy Chairperson**

Dr. John Kwong Tin Wong

**Directors**

Mr. David Yong, J.P.

Mr. Albert Hau

Mr. Kwok-Lam Leung, J.P.

17 June 2026

Dear Applicant,

Thank you for your interest in the advertised position at Chinese Community Social Service Centre Limited.

Applicants are invited to submit a current resume, including the contact details of three referees, together with a cover letter addressing how your qualifications and experience enable you to effectively undertake the key responsibilities outlined in the job description.

**Application Submission**

Applications may be submitted by post, email, or fax as follows:

**By Post:**

Human Resources Team  
Box Hill Office  
56-60 Rutland Road, Box Hill VIC 3128

**By Email:**

[careers@ccssci.org.au](mailto:careers@ccssci.org.au)

**By Fax:**

(03) 7033 2399

Short-listed applicants may be contacted for interviews before the closing date, and the position may be filled prior to the closing date if a suitable candidate is found.

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

Yours faithfully,

Dr. Eunice WONG  
Chief Executive Officer  
Chinese Community Social Services Centre (CCSSC)