附件1

**应聘人员信息登记表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **应聘岗位** | |  | | | | | | | | | | | | | | | | 近期二寸 彩色照片  **\*无照片视为无效报名表\*** | |
| 姓名 | |  | | | | 性别 | | |  | 民族 | |  | | | | | |
| 出生年月 | |  | | | | 政治面貌 | | | |  | | | | | | | |
| 婚姻状况 | |  | | | | 籍贯 | | | |  | | | | | | | |
| 身份证号码 | |  | | | | | | | | | | | | | | | | | |
| 现居住地 | |  | | | | | | | | | | | | | | | | | |
| 从业资格证书及专业 | | | | |  | | | | | | | 取得时间 | | | |  | | | |
| 专业技术任职资格 | | | | |  | | | | | | | 取得时间 | | | |  | | | |
| 联系电话 | | | | |  | | | | | | | 电子邮箱 | | | |  | | | |
| 特长及兴趣爱好 | | | | |  | | | | | | | | | | | | | | |
| **主要学习经历** | | | | | | | | | | | | | | | | | | | |
| 学历情况  （从高中写起） | 毕业院校 | | | | | | | 所学专业 | | | 毕业时间 | | | 学历 | | | 学习形式 | | |
| 全日制/函授/网络教育/远程教育等 | | |
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| **注：所填学历必须为已取得学历证书或学位证书的教育经历。** | | | | | | | | | | | | | | | | | | | |
| **工作经历** | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | | 单位 | | | | | | 部门 | | | | | 岗位 | | | | 证明人（电话） |
|  | | | |  | | | | | |  | | | | |  | | | |  |
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|  | | | |  | | | | | |  | | | | |  | | | |  |
| **个人获奖情况** | | | | | | | | | | | | | | | | | | | |
| 时间 | | 名称 | | | | | | | 奖励原因 | | | | 奖励级别 | | | | | | 授奖单位 |
|  | |  | | | | | | |  | | | |  | | | | | |  |
|  | |  | | | | | | |  | | | |  | | | | | |  |
| **家庭主要成员** | | | | | | | | | | | | | | | | | | | |
| 姓名 | | | 称谓 | | | | 出生年月 | | | | 工作单位及职务 | | | | | | | | |
|  | | |  | | | |  | | | |  | | | | | | | | |
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| 本人谨声明以上提交的一切资料属实，并无掩饰任何不利于申请此岗位的资料，如有不实，本人自愿承担因隐瞒事实而带来的包括解聘等一切后果。      本人签名：  年 月 日 | | | | | | | | | | | | | | | | | | | |

**填表须知：**首先欢迎和感谢您参加应聘！我们将通过此表了解您的情况，请认真填写，以便使我们能掌握真实准确的信息。如果表内项目本人没有，请写“无”。本表共2页，请按统一格式填写。**本人亲笔签名后，以扫描件的方式发送至指定邮箱。**

附件2

**应聘人员汇总表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **应聘岗位** | **姓名** | **性别** | **出生年月** | **籍贯** | **全日制学历** | | | | **最高学历** | | | | | **参加工作时间** | **现工作单位及部门** | **岗位 (职务)** | **职称** | **专业技 术职称** | **身份证号码** | **联系电话** | **是否接受调剂分配** | **备注** |  |
| **学历** | **所学专业** | **毕业院校** | **毕业时间** | **学历** | **所学专业** | **毕业院校** | **学习形式** | **毕业时间** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |