**附件1 应聘人员信息表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 职 位 |  | | | | | | | 所属部门 | | | | | |  | | | | | | | 照片 | | | | |
| 原单位薪酬 |  | | | | | | | 期望薪酬 | | | | | |  | | | | | | |
| **个人资料** | | | | | | | | | | | | | | | | | | | | |
| 姓 名 |  | | 出生日期 | | | | | |  | | | | | | 性 别 | | | |  | |
| 身份证号码 |  | | | | | | | | | | | | | | 政治面貌 | | | |  | | 民族 | | |  | |
| 家庭住址 |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 通讯地址 |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 婚姻状况 |  | | | | | | | | | | | | | | | 身高 | | | 厘米 | | 体重 | | | 公斤 | |
| **教育程度** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 类别 | 学校名称 | | | | | | 期 间 | | | | | | | | | | 专业 | | | | | | 学历 | | |
| 从 | | | | | | 至 | | | |
| 大学 |  | | | | | |  | | | | | |  | | | |  | | | | | |  | | |
| 中专 |  | | | | | |  | | | | | |  | | | |  | | | | | |  | | |
| 高中 |  | | | | | |  | | | | | |  | | | |  | | | | | |  | | |
| **工作经历** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 以前公司名称 | 起始时间 | | 所任职位 | | | | | | | 主要工作概述 | | | | | | | | | | | 证明人及电话 | | | | |
|  |  | |  | | | | | | |  | | | | | | | | | | |  | | | | |
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|  |  | |  | | | | | | |  | | | | | | | | | | |  | | | | |
| **个人技能与专长** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **所获资格获职称证书**（获证时间、证书名称） | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **语言水平** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 语种 | 会话 | | | | | | | | | | 阅读 | | | | | | | | | 书写 | | | | | |
| 良好 | 一般 | | | 略懂 | | | | | | 良好 | | | 一般 | | | | 略懂 | | 良好 | | 一般 | | | 略懂 |
| 中文 |  |  | | |  | | | | | |  | | |  | | | |  | |  | |  | | |  |
| 英文 |  |  | | |  | | | | | |  | | |  | | | |  | |  | |  | | |  |
| **兴趣与爱好（可填2项）** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **家庭状况** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 家庭成员 | 姓 名 | | | | | 职业/职位 | | | | | | | | | | | | 联系电话 | | | | | | | |
| 父亲 |  | | | | |  | | | | | | | | | | | |  | | | | | | | |
| 母亲 |  | | | | |  | | | | | | | | | | | |  | | | | | | | |
| 配偶 |  | | | | |  | | | | | | | | | | | |  | | | | | | | |
| 子女/兄弟姐妹 |  | | | | |  | | | | | | | | | | | |  | | | | | | | |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **有效联系方式** | | | | | | | | 家庭电话 | |  | | 手机号码 |  | | | 电子邮件 | |  | | QQ/微信号 |  | | | **紧急情况下的联系人** | | | | | | | | 与本人关系 | 姓 名 | | 地 址 | | | 联系电话 | |  |  | |  | | |  |   **其它资料** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **在相关处以“√”表示** | | | | | | | | | | 是 | | 否 | | 如有，请说明详情 | | | | | | | | | | | |
| 曾否因个人行为或工作不佳而被辞退 | | | | | | | | | |  | |  | |  | | | | | | | | | | | |
| 曾否因违反法律行为而被判刑或劳动教养 | | | | | | | | | |  | |  | |  | | | | | | | | | | | |
| 曾否患有严重疾病(含精神疾病)、受伤或接受重大手术过往史 | | | | | | | | | |  | |  | |  | | | | | | | | | | | |
| 是否愿意接受公司对仪容仪表方面的要求 | | | | | | | | | |  | |  | |  | | | | | | | | | | | |
| **承诺声明:**  **本人在该登记表中所填写的一切均属实且准确，若如有隐瞒或虚报，自愿接受立即解雇之处分。本人授权调查上述资料的真实性。** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本人签名 | | | |  | | | | | | | | | | 日期 | | | | |  | | | | | | |